

**Create Partnership Trust
Birmingham**

Creating futures through our shared values of excellence, partnership and perseverance

**SCHOOL SITE MANAGER
GR4**

Person Specification

Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise; P = Presentation

CRITERIA	ESSENTIAL / DESIRABLE	M.O.A.
EXPERIENCE (Relevant work and other experience)	Knowledge and understanding of compliance requirements. E Knowledge and understanding of Health & Safety requirements. E Experience working with cleaning machinery and chemicals. E Ability to carry out basic building repairs and maintenance. E Experience of working within a school. E Experience in supervising staff. D Ability to carry out grounds maintenance. D	AF/I AF/I AF/I AF/I AF/I AF/I
SKILLS AND ABILITIES (E.g. Written communication skills, dealing with the public)	Self Reliant: Ability to motivate self and staff. E Ability to use Microsoft Office, Internet and other IT Systems. E Able to communicate effectively and accurately both verbally and in writing. E Ability to work as part of a team. E Ability to deal with emergency situations. E Ability to develop and maintain effective working relationships with a wide range of people. E Ability to work on own initiative with minimum supervision. E Ability to work under pressure and be able to meet deadlines. E	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I
	<i>This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.</i>	

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PROFESSIONAL AND PERSONAL ATTRIBUTE	Available for duty as necessary during opening hours of establishment. E Flexible approach to working as part of a team. E Good health record. E To act as key holder in emergencies.	I AF/I AF/I/R AF/I
TRAINING	Willingness to undertake job related training	AF
EDUCATION/ QUALIFICATIONS NB Full regard must be paid to overseas qualifications	Understanding of ,COSHH , IOSH Manual Lifting and Fire Safety Construction qualification (carpentry, painting and decorating, tiling, brickwork, plastering) D	AF/I
OTHER	A commitment to safeguarding and promoting the welfare of children and young people. A commitment to our students and their learning, wellbeing and safety.	I I