

## PERSON SPECIFICATION

<b>Title:</b>	Assistant Site Manager	<b>Grade:</b>	TSPT5-6
<b>Department:</b>	Central	<b>Reports to:</b>	Site Team Leader
<b>Specification</b>		<b>Essential</b>	<b>Desirable</b>
Education and Experience			
Previous experience of caretaking, handy person skills or similar role is ideal, but not essential as long as required training standards are met			*
NVQ 1 &2 in Cleaning and Support Services or equivalent experience			*
BICS qualifications or equivalent in relevant discipline or experience			*
Knowledge and Understanding			
Understand what processes to follow in an emergency and who to report to		*	
Understanding of and compliance with child protection procedures		*	
Sound knowledge of Health & Safety practices and procedures		*	
General knowledge of DIY and unskilled maintenance		*	
Knowledge of industrial cleaning and use of appropriate equipment, chemicals and materials		*	
Knowledge and understanding of the security of the premises		*	
Skills			
Health & Safety including use of chemicals Coshh, Manual handling, Fire Safety, including drills, use of equipment, practices and procedures, use of ladders, lifting, cleaning etc.			*
Have good written and oral communication skills and ensure good working relationships with a wide range of contacts		*	
Abilities			
Ability to be able to travel to all sites		*	
Ability to use relevant equipment, materials and chemicals		*	
Be able to work as both part of a team and as a lone worker		*	
Ability to carry out or make arrangements for minor repairs		*	
Ability to use email systems and Google Workspace, with basic spreadsheet and document skills		*	

A flexible approach to shift rotas to suit the ever-changing needs of the business, including covering leave of team members	*	
Commitment to changing shifts, sometimes at short notice e.g. sickness cover, to ensure buildings are opened and closed – which may include travelling between sites within a shift	*	
A commitment to embrace change to new ways of working to suit the ever-changing needs of the business	*	
Be able to work as both part of a team and as a lone worker	*	
Ability to communicate with a wide range of people	*	
Safeguarding		
Have knowledge and understanding and commitment to safeguarding and promoting the welfare of pupils	*	
Able to maintain appropriate relationships and personal boundaries with pupils	*	