

Person Specification

Job Title: **Assistant Site and Facilities Manager**
 Grade / Salary: Scale 5 (£32,535 – £33,987)
 Hours: 36 Hours per Week, 52 Weeks per Annum

The following is a summary of the main attributes sought in candidates for the above post. It is recognised that no candidate will match the list perfectly, but the successful candidate will be able to demonstrate a good spread of attributes at a satisfactory level across the range as a whole.

EDUCATION

<i>Essential</i>		Evident in Application	Evident at Interview
1.	Good standard of general education (e.g. GCSEs or equivalent).	✓	
2.	Basic understanding of health & safety requirements in a workplace setting.	✓	✓
3.	Willingness to undertake relevant training (e.g. COSHH, fire safety, manual handling, PAT awareness).	✓	
<i>Desirable</i>			
4.	Qualification or training in facilities, maintenance, building services, or a trade.	✓	
5.	Health & safety training certificates.	✓	

EXPERIENCE

<i>Essential</i>		Evident in Application	Evident at Interview
6.	Experience in a maintenance, caretaking, site support, or facilities-related role.	✓	
7.	Experience carrying out basic repairs or practical maintenance tasks.		✓
8.	Experience working as part of a team in a busy environment.	✓	
<i>Desirable</i>			
9.	Experience in a school, college, or public sector environment.	✓	
10.	Experience supporting site security or building compliance checks.	✓	

SKILLS, ABILITIES AND KNOWLEDGE

<i>Essential</i>		Evident in Application	Evident at Interview
11.	Basic understanding of health & safety practices (e.g. fire safety awareness, safe working practices).	✓	✓
12.	Ability to carry out general maintenance, repairs, and site duties.	✓	✓
13.	Good communication skills and ability to work with		✓

	staff, students, and contractors.		
14.	Ability to prioritise tasks and respond to urgent issues.	✓	✓
15.	Basic IT skills (email, logging jobs, simple record keeping).	✓	✓
16.	Ability to follow instructions and work independently when required.	✓	✓
17.	Ability to work successfully under pressure	✓	✓
18.	Awareness of maintaining a safe, clean, and secure environment.	✓	
19.	Good interpersonal skills	✓	✓
20.	Understanding of safeguarding responsibilities in an education setting	✓	✓
Desirable			
21.	Familiarity with facilities management systems or job tracking systems.	✓	✓
22.	Basic knowledge of trades such as plumbing, carpentry, decorating, or grounds maintenance.	✓	

PERSONAL

<i>Essential</i>		Evident in Application	Evident at Interview
23.	Reliable, punctual, and flexible.		✓
24.	Positive, proactive, and willing to “get stuck in.”	✓	✓
25.	Calm and practical approach to problem-solving.		✓
26.	Strong commitment to health, safety, and safeguarding.	✓	✓
27.	Ability to work both independently and as part of a team.	✓	✓
28.	Willingness to work outside normal hours occasionally if required (e.g. emergencies or events).	✓	✓
29.	Respectful, professional, and supportive attitude towards the school community.		✓
Desirable			
30.	Sense of humour and ability to work well under pressure	✓	
31.	Pride in maintaining high standards of work and environment.	✓	✓
32.	High levels of integrity, honesty and endeavour		✓
33.	Energy, enthusiasm and resourcefulness		✓

Signed:

Name:

Dated:

(May 2026)