

Clore Shalom School
Site Manager
Person Specification



Description	Essential	Desirable
Qualifications	Maths and English GCSE/O Level	
Experience	Identification of maintenance and repairs required Experience of maintenance of buildings and grounds Previous experience of carrying out basic repairs not requiring a contractor Good organisational skills in relation to record keeping and managing own workload Ability to write reports for stakeholders Ability to recognise the importance of ensuring a secure and safe environment Understanding of the school's ethos, vision and values	Experience of working in a school or similar environment Experience of building security duties including alarm setting
Skills and Knowledge	Ability to: - establish and develop positive relationships with all those involved in the school, using a polite and friendly manner to pupils, staff and visitors - be flexible - work effectively and productively with the school's stakeholders - carry out minor DIY repairs and maintenance - climb ladders and work at height Awareness of Control of Substances Hazardous to Health (COSHH) Working knowledge of health and safety Knowledge of asbestos and legionella Knowledge of manual handling requirements To be physically fit and able to carry and move equipment and resources To be trustworthy, conscientious and self-motivated Willingness to attend relevant courses and training, and to develop job specific skills that may not currently be held To hold a current driving license	Working knowledge of policies and procedures Able to attend site in an emergency To be computer literate
Attitude	To possess a strong knowledge of, and commitment to, inclusion and equality of opportunity	
Safeguarding	To be committed to safeguarding and promoting the welfare of children, and expecting all staff to share this commitment	