

# Person Specification



St Augustine's Catholic Primary School, part of Our Lady and All Saints Multi Academy Company, has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment.

<b>Post Title</b>	Site Manager	<b>Post No</b>	
<b>Location</b>	St Augustine's Catholic Primary School, Whitefields Rd, B91 3NZ		
<b>Salary Band/Range</b>	Band C		
<b>Responsible to:</b>	Head Teacher		

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Education &amp; Qualifications</b>	<p>A good general standard of education at GCSE level or equivalent, with good numeracy and literacy skills.</p> <p>Willingness to participate in appropriate Health and Safety training.</p>	<p>A relevant NVQ or equivalent qualification, particularly related to cleaning management and science areas.</p> <p>An engineering, mechanical or trade background (e.g. building, carpentry etc.)</p>	Application form

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Skills &amp; Abilities</b>	<p>Ability to relate well to children and adults.</p> <p>Good team working skills but has the ability to work independently.</p> <p>To be able to respond to non-standard situations at short notice with a common sense approach to problem solving.</p> <p>Organised, methodical and flexible.</p> <p>Self-motivated and demonstrate an ability to work on own initiative and motivation.</p> <p>Able to anticipate and reduce risk where possible.</p> <p>Communicate effectively (orally and in writing) and lead by example.</p> <p>Able to work under pressure and to deadlines.</p>	<p>Assess the quality of others work and support and advise where necessary.</p> <p>Able to monitor expenditure and stock levels.</p> <p>Able to travel independently around the Borough.</p> <p>Ability to use an iPad to record Health &amp; Safety logs (using 'Every' system)</p>	Application form and interview
<b>Experience &amp; Knowledge</b>	<p>Experience in building and cleaning maintenance, preferably in school premises.</p> <p>Professional understanding of, and familiarity with modern cleaning techniques and practices, associated man management techniques and practical application of relevant Acts of Parliament, e.g. Health and Safety at Work Act 1974.</p> <p>To communicate effectively with staff, building contractors etc., giving advice and seeking professional advice on matters relating to cleanliness, warmth, security of premises, contractor access/egress etc.</p> <p>Handyperson experience - Knowledge of carpentry, painting, minor plumbing, glazing, and carpet fitting.</p> <p>An understanding of Health &amp; Safety issues in school buildings.</p> <p>Knowledge of specific premises issues – Health &amp; Safety, security, COSHH regulations.</p>	<p>Use basic power tools and other equipment for repairs and school improvements.</p> <p>Has worked in an educational environment.</p> <p>Experience as Health and Safety Officer.</p> <p>Knowledge of policies and procedures specifically relating to educational establishments.</p>	Application and interview

<b>Personal Qualities</b>	<b>Excellence</b> - With enthusiasm, you work to deliver a high quality service to meet customer, organisational and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
	<b>Simplicity</b> - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all.	Interview
	<b>Trust and Respect</b> -You are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.	Interview
	<b>Working Together</b> - You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview
	<b>Responsibility</b> - You take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions.	Interview
<b>Other Requirements</b>	An understanding of the Catholic ethos of the school.	Application & interview
<b>Compiled/Reviewed by</b>	Mrs J Foley - Head Teacher	
<b>Date</b>	Academic Year 2026-27	