

English Martyrs Catholic Primary School, Rugby
Person Specification

Job Title: **Site Manager/Caretaker**
 Location: **School based English Martyrs Catholic Primary School, Rugby**
 Hours: **37 hours, 52 weeks per year**
 Scale /Grade: **Band E, scale points 5-6**
 Responsible to: **Principal**

Attributes	Essential	Desirable	Assessed		
			Application form	Interview	Test / Exercise
Relevant Experience At least 2 years' experience in a similar role		✓	✓	✓	
Experience of management in both public and private sectors		✓	✓		
Good background in maintenance or building management	✓		✓	✓	✓
Good Health & Safety Management and adhere to Health & Safety at Work Act	✓		✓	✓	✓
Ability to write and review risk assessments		✓	✓	✓	✓
Ability to write and review COSHH assessments		✓	✓	✓	✓
Experience of working within an educational setting		✓	✓		
Understands Safeguarding	✓				
Educational & Training Holds a Managing Safety Award or be willing to train towards		✓	✓	✓	

Good standard of education	✓		✓		
Computer literate	✓		✓		✓
Skills and specialist knowledge	✓		✓	✓	
Project management experience		✓	✓	✓	
Knowledge of best value and contract management		✓	✓		
Knowledge of Managing Contractors' Safety		✓	✓	✓	
Experience managing staff, including conflict management		✓	✓	✓	
Good customer services skills	✓		✓	✓	
Experience of collaborative working	✓		✓		
Can challenge when required, even when confronted by resistance		✓	✓	✓	
Be able to change methods of work ethics by persuasion and/or negotiation		✓	✓	✓	
Shows an ability to be resilient by using existing resources to overcome challenges and create new effective solutions in the face of adversity		✓	✓		✓

Can overcome challenges and create solutions and resolve problems for the long term	✓		✓		✓
Additional factors: Innovative, self-motivated and has excellent communication skills	✓		✓	✓	✓
Be a key holder and be able to respond to key holding duties	✓			✓	
Ability to communicate well at all levels	✓		✓	✓	✓
Be physically fit to cope with the demands of the role	✓		✓	✓	✓