



Arden Academy

Person Specification – Assistant Site Manager

	Essential Criteria	Desirable Criteria	Measured by
Education and Qualifications	A good standard of literacy and numeracy. A willingness to undergo future training and development.	Qualifications in any trades relevant to the post. Health & Safety Training e.g., working from heights, manual handling etc. First Aid qualification	Application
Skills and Abilities	Be self-motivated and demonstrate an ability to work on own initiative. Ability to carry out manual handling and other physical tasks Good communication skills with the ability to talk with school staff, students, parents and contractors. Flexibility to work shifts and be on call. Basic understanding of IT, emails and internet use.	Construction / building skills. e.g., plumbing, carpentry, ground works, plastering etc. D1 classification driving licence. Additional skills and interests which would be of benefit to the school	Application/ Interview
Experience	Experience of maintenance work, 'handyman', DIY skills as part of working in a maintenance role. Experienced power tool use.	Experience of working in an education or public sector organisation. Key holding / call out experience.	Application/ Interview
Knowledge	Basic knowledge of relevant Health & Safety legislation relative to the post.		Application/ Interview
Other Requirements	Reliable and enthusiastic towards work. Flexibility towards working patterns. Team-player.	A full, clean driving licence, held for more than 3 years.	Interview