

**PERSON SPECIFICATION – ASSISTANT SITE MANAGER**

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|  | **CRITERIA** | **ESSENTIAL (E)****DESIRABLE (D)** | **METHOD OF****ASSESSMENT** |
|  |  | **E** | **D** | Application – AInterview – IReferences - R |
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| **EXPERIENCE** |
|  | Experience in a similar role or within buildings maintenance and/or associated trades. | 🗸 |  | A, I, R |
|  | Experience of managing others | 🗸 |  | A, I, R |
|  | Experience of working in a school environment and/or with young people |  | 🗸 | A, I |
|  |  |  |  |
| **QUALIFICATIONS / TRAINING** |
|  | Basic numeracy, literacy and IT skills  | 🗸 |  | A, I |
|  | Certificate in health and safety and manual handling |  | 🗸 | A, I |
|  | Full clean driving licence – ability to drive mini buses | 🗸 |  | A, I |
|  |  |  |  |
| **APTITUDES AND ABILITIES** |
|  | Willing to learn quickly | 🗸 |  | I, R |
|  | An eye for detail, and good order | 🗸 |  | A, I, R |
|  | Ability to problem-solve and use initiative | 🗸 |  | A, I, R |
|  | Ability to be flexible (e.g. time and emerging priorities) | 🗸 |  | A, I, R |
|  | Ability to prioritise a varied workload | 🗸 |  | I, R |
|  | Ability to work with minimal supervision | 🗸 |  | A, I, R |
|  | Ability to manage others, and secure routines | 🗸 |  | A, I, R |
|  | Ability to handle confidential information with discretion | 🗸 |  | I |
|  |  |  |  |
| **KNOWLEDGE** |
|  | Awareness of Health and Safety guidelines and good practice | 🗸 |  | A, I, R |
|  | Knowledge of site maintenance and improvements |  | 🗸 | A, I, R |
|  | Awareness of fire and emergency procedures | 🗸 |  | A, I, R |
|  | Awareness of Child Safeguarding procedures | 🗸 |  | A, I, R |
|  | Awareness of security procedures (evacuation/lockdown |  | 🗸 | A, I, R |
|  |  |  |  |
| **ATTITUDE / MOTIVATION** |
|  | Self-motivated | 🗸 |  | I, R |
|  | Enthusiastic and energetic | 🗸 |  | I, R |
|  | Friendly, and good with people | 🗸 |  | I, R |
|  | Trustworthy | 🗸 |  | I, R |
|  | Desire to facilitate the smooth operation of the school  | 🗸 |  | I, R |
|  | Commitment to ensure that the school site and buildings promote the safety and wellbeing of pupils and visitors, in accordance with Health and Safety legislation | 🗸 |  | I |