**Person Specification – Deputy Site Manager**

**JOB TITLE: Deputy Site Manager**

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| **ATTRIBUTES** | **ESSENTIAL *(E)*****DESIRABLE *(D)*** |
| EXPERIENCE | * Minimum of two years relevant experience to meet the challenge of the specific appointment
* Minimum of two years’ experience working in a school premises team.
* Team Management experience
* Handyman skills , experience within an education or trade setting
* Knowledge of manual handling (although training given)
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| SKILLS & ATTRIBUTES | * Methodical with a good attention to detail
* A general good level of fitness due to the active requirements of this role
* Maintaining good health and safety standards within a practical department.
* Good understanding and ability to use relevant tools and equipment.
* Excellent organisational, planning and interpersonal skills.
* Good communication skills: verbal/written.
* Sense of humour.
* Flexible approach to working conditions and working environment.
* Self-motivated and enthusiastic worker.
* Good ICT skills and confidence in learning new systems.
* Ability to work on own initiative.
* Ability to prioritise tasks, manage time effectively and meet deadlines.
* Effective team worker.
* Good understanding of asbestos, fire and water management
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| OTHER | * Willingness to complete training to meet the demands of the job description.
* Has a friendly yet professional and respectful approach which demonstrates support and shoes mutual respect.
* Open, honest and an active listener.
* Demonstrates a “can do” attitude including suggesting solutions.
* Is enthusiastic in their approach to the task.
* Communicates effectively.
* Has the ability to learn from experiences.
* Proactively seek opportunities to increase job knowledge and understanding.
* Requires minimum supervision
* Takes responsibility for the own and team actions
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