**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) | E  D  D  D  D |
| 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 | E  E  E  E  E  E  E  E  E  E  E  E  E  D |
| 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 | E  E  E  E  E  E  E  E  E  E  E |