

Person Specification Deputy Site Manager

Knowledge/Experience/Skills	Essential	Desirable
Relevant experience of working in a similar role	✓	
Relevant experience of working in a school		✓
Experience of monitoring and liaising with contractors, customers and suppliers including securing and maintaining relationships	✓	
Experience in working in construction or relevant trade that would support project management		✓
Experience of managing or supervising staff		✓
Experience of current cleaning materials/methods/appliances and monitoring the quality of work undertaken by cleaning staff	✓	
An understanding of health & safety requirements of a school or other public institution including COSHH and SWP	✓	
To communicate clearly to all sections of the school community both verbally, in writing and using ICT.	✓	
Demonstrate knowledge of security measures for both building and grounds without risking the health and safety of the school community including key holder responsibilities	✓	
Demonstrate the ability to interpret policies and legislation	✓	

Ludlow Junior School

D.I.Y. skills to undertake day to day repairs and maintenance of building	✓	
Ability to assist in the training and induction of new cleaning and caretaking staff		✓
Ability to manage own time effectively and demonstrate initiative including establishing procedures and prioritising own workload.	✓	
Ability to adhere to working procedures and policies within the school environment.	✓	
Ability to operate as part of a team or individually as required.	✓	
Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post.	✓	
Ability to carry out a range of administrative tasks, including stock taking and ordering, and managing goods in processes.	✓	
Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the school.	✓	
Display empathy with children's needs	✓	
Hold a clean, valid driving licence	✓	
Display good organisational and interpersonal skills	✓	
Display flexible approach to meeting the needs of the school and it's community	✓	