

<b>PERSON SPECIFICATION</b>	
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Section: Asterdale Primary School	Grade:E
Job Title: Site Manager	Date Prepared: November 2024

A I T shows how the job criteria will be assessed – A = Application, I = Interview, T = Test

<b>EXPERIENCE:</b>			
<b>Essential Criteria:</b>	<b>AIT</b>	<b>Desirable Criteria:</b>	<b>AIT</b>
<ul style="list-style-type: none"> <li>• Experience in Buildings Maintenance</li> <li>• Awareness / experience of working in an appropriate environment working with Health and Safety and Security</li> <li>• Experience of using basic IT packages to record information and produce reports</li> <li>• Practical experience of supporting risk assessments and site inspections</li> <li>• Experience of supervising staff and monitoring the work of others to ensure standards are met and work is carried out efficiently</li> </ul>	 AI AI AI AI AI	<ul style="list-style-type: none"> <li>• Previous experience of carrying out practical tasks and repairs.</li> <li>• Experience in an educational setting</li> <li>• Experience of providing support to other staff</li> </ul>	 AI AI A
<b>QUALIFICATIONS:</b>			
<b>Essential Criteria:</b>	<b>AIT</b>	<b>Desirable criteria:</b>	<b>AIT</b>
<ul style="list-style-type: none"> <li>• Evidence of a range of recognised Health &amp; Safety qualifications</li> <li>• Previous experience of carrying out practical tasks and repairs</li> </ul>	 A A	<ul style="list-style-type: none"> <li>• NEBOSH Certificate</li> <li>• IOSH – ‘Working Safely’ or ‘Managing Safely’</li> <li>• Basic IT, Literacy and Numeracy qualification</li> <li>• Risk assessment experience / qualification</li> </ul>	 A A A A
<b>SKILLS AND KNOWLEDGE:</b>			
<b>Essential Criteria:</b>	<b>AIT</b>	<b>Desirable criteria:</b>	<b>AIT</b>
<ul style="list-style-type: none"> <li>• Broad knowledge of current H&amp;S at work legislation and COSHH</li> <li>• Ability to communicate effectively at all levels</li> </ul>	 AI I	<ul style="list-style-type: none"> <li>• Knowledge of operation of mechanical / electrical equipment</li> </ul>	 AI
<b>OTHER FACTORS:</b>			
<b>Essential Criteria:</b>	<b>AIT</b>	<b>Desirable criteria:</b>	<b>AIT</b>
<ul style="list-style-type: none"> <li>• Ability to respond positively to and relate to site users and work colleagues</li> </ul>	 AI		

• Good attendance record	AI		
<b>PERSONAL QUALITIES:</b>			
<b>Essential Criteria:</b>	<b>AIT</b>	<b>Desirable criteria:</b>	<b>AIT</b>
<ul style="list-style-type: none"> <li>• Belonging to the wider school ethos</li> <li>• Flexible approach to the needs of the site/location and able to respond to fast changing circumstances</li> <li>• Working as part of a wider team</li> <li>• Reliable and responsible</li> <li>• Remain calm in challenging circumstances</li> <li>• Ability to manage own time effectively and demonstrate initiative, prioritising and problem solving</li> </ul>	AI IT AI AI AI AIT		
<b>JOB CIRCUMSTANCES:</b>			
<b>Essential Criteria:</b>	<b>AIT</b>	<b>Desirable criteria:</b>	<b>AIT</b>
<ul style="list-style-type: none"> <li>• Willing to undertake further training</li> <li>• Able to occasionally work flexibly to respond to emergencies</li> </ul>	AI AI		
<b>Safeguarding:</b>			
<b>Essential Criteria:</b>	<b>AIT</b>	<b>Desirable criteria:</b>	<b>AIT</b>
<ul style="list-style-type: none"> <li>• A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults</li> <li>• Upholding school policies and procedures in relation to safeguarding and/or child protection</li> </ul>	AI AI	<ul style="list-style-type: none"> <li>• Experience of child protection / safeguarding with up to date training or willingness to undertake training</li> </ul>	AI