

# DISCOVERY PRIMARY SCHOOL

## PERSON SPECIFICATION

### SITE MANAGER

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you write your personal statement in support of your application.** If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

(Items marked 'D' are desirable rather than essential)

#### Experience

- a) Experience of buildings / site maintenance role with responsibility for site security (D)
- b) Experience of working in a role with staff management responsibilities (D)

#### Ability to:

- a) Open premises and to secure site effectively at the beginning and end of each day
- b) Clean designated areas both inside and outside the premises and to collect and dispose of rubbish, litter etc.
- c) Monitor cleaning standards and the work of other contractors
- d) Monitor meter readings for gas, electricity and water supplies and advise of unusual consumption.
- e) Keep accurate records of orders placed and items received for monitoring/auditing purposes.
- f) Deal with emergencies that occur outside normal working hours and follow appropriate procedures.
- g) Be flexible about working hours and duties including working some evenings and occasional weekends, as the need arises.
- h) Communicate both verbally, electronically and in written form with a wide variety of groups.
- i) Communicate effectively and appropriately with children of primary school age
- j) Manage people, both directly and indirectly
- k) Adapt to changing and conflicting demands
- l) Be willing and able to contribute to the wider life of the school community
- m) Adhere to Discovery Primary School's Equal Opportunities Policy.

#### Skills and Knowledge

- a) Handyperson skills to effect repairs, maintenance and decorating tasks to a high standard
- b) Sound planning and negotiating skills
- c) Knowledge of relevant Health and Safety regulations to ensure that all duties are carried out safely – to include COSHH regulations (D)
- d) To hold or be willing to train for the IOSH qualification (Course arranged by school)
- e) To be willing to continually update own knowledge on H&S issues