



# Melbourn Primary School

Growing, Exploring and Achieving Together

Melbourn Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

An enhanced DBS check is required for this post.

Please note: we will use the person specification to shortlist and interview for this post. Please make sure that your application shows how you meet these criteria.

## PERSON SPECIFICATION

### SITE MANAGER

Key Criteria	Essential	Desirable
<b>QUALIFICATIONS &amp; EXPERIENCE</b>		
<b>Education</b>	<ul style="list-style-type: none"> <li>• Good standard of general education, including literacy and numeracy skills.</li> </ul>	<ul style="list-style-type: none"> <li>• GCSEs including English &amp; Maths</li> <li>• Relevant trade, technical or building qualification (e.g. City &amp; Guilds, NVQ).</li> <li>• Relevant experience e.g. in building trade, apprenticeship etc.</li> <li>• Health &amp; Safety training (e.g. IOSH, COSHH, Fire Safety, Manual Handling etc.).</li> </ul>
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Experience in one or more of the following: plumbing, general and grounds maintenance, electrical/building maintenance, heating systems.</li> <li>• Skills in carpentry/ joinery or painting to competent DIY standard.</li> <li>• Experience of undertaking responsibility for the care and maintenance of premises including cleaning.</li> <li>• Considerable DIY experience.</li> <li>• Experience working as part of a team.</li> <li>• IT literacy for record keeping, communication and compliance documentation.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment.</li> <li>• Experience in the building industry.</li> <li>• Experience of using specialist equipment (e.g. scaffold, ladders, floor polishing machine etc.)</li> <li>• Previous key holder responsibilities.</li> <li>• Experience ordering materials and liaising with contractors and suppliers.</li> <li>• Experience maintaining records, logs and compliance documentation.</li> </ul>
<b>PROFESSIONAL KNOWLEDGE</b>		
<b>Premises and Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Knowledge of Health &amp; Safety and hygiene regulations relevant to the post.</li> <li>• A commitment to safeguarding and promoting the</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of building compliance requirements.</li> <li>• Knowledge of the operation of heating, ventilation systems and</li> </ul>

	<p>welfare of children.</p> <ul style="list-style-type: none"> <li>• An understanding of plumbing and electrical work.</li> </ul>	<p>common causes of malfunctions.</p> <ul style="list-style-type: none"> <li>• Knowledge of maintenance and security systems, alarms and procedures.</li> </ul>
<b>PROFESSIONAL SKILLS</b>		
<b>Role</b>	<ul style="list-style-type: none"> <li>• Able to undertake heavy lifting and other strenuous tasks, requiring an appropriate level of physical fitness.</li> <li>• Able to work evenings and weekends on an adhoc basis and to deal with occasional emergencies outside of normal working hours.</li> <li>• Able to listen to stakeholders and understand their needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Organisational skills to facilitate lettings.</li> </ul>
<b>PROFESSIONAL ATTRIBUTES</b>		
<b>Relationships</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to work collaboratively and supportively within the school team.</li> <li>• Ability to choose the right kind of vocabulary for the situation in hand.</li> <li>• Able to inspire confidence and respect amongst colleagues and the school community.</li> <li>• Ability to communicate and liaise effectively with persons at all levels including contractors.</li> <li>• Ability to build effective and professional working relationships with staff, parents, governors and the wider community.</li> </ul>	
<b>Attitude</b>	<ul style="list-style-type: none"> <li>• Reliable, proactive and self-motivated, with a strong sense of responsibility.</li> <li>• Desire and willingness to learn new skills, and respond positively to advice and guidance.</li> <li>• Consistently reflect the highest levels of professionalism as a role model and demonstrate the school's aims and values at all times.</li> <li>• Ability to prioritise workload, plan maintenance schedules and meet deadlines.</li> <li>• Ability to respond calmly to emergencies.</li> <li>• Ability to have patience and understanding while working in a complex and challenging working environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to continued professional development.</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children</li> <li>• Willingness to undertake training as required.</li> </ul>	