



# St Mary & St Thomas

Church of England Primary School

Executive Principal: Mrs. Kirsty Tennyson B.Ed (Hons)

Headteacher: Mrs. Lyndsey Lewis BA (Hons), M.A.



## Site Manager person specification

Qualifications	
Educated to GCSE standard or able to demonstrate equivalent experience	E
Numerate and literate	E
NVQ Level 1 or 2 Cleaning Building Interiors City in Guilds Cleaning Science	D
Trade Qualification	D
Specific Knowledge & Skills	
Good organisation skills in relation to managing own workload	E
Ability to supervise and motivate other members of staff	E
Ability to undertake basic staff training relevant to the job	E
Ability to communication with a variety of individuals including external contractors	E
Ability to use correctly basic power tools and other equipment to make repairs and improvements	E
Experience	
Experience of undertaking minor repairs, maintenance and improvement tasks	E
Experience of building security and alarm systems	E
Administration/clerical duties including computerised and manual record keeping	E
Adhering to Health and Safety Regulations including undertaking Risk Assessments	E
Previous experience of supervising and training staff	E
Operation of planned maintenance programme work including routine inspections and monitoring contractor compliance	D
Stock control management and monitoring	D
Previous experience of caretaking and or cleaning in a school environment	D
Self Management Skills	
Evidence of working collaboratively with others	E
Ability to plan time and organise work effectively	E
This will include an ability to:	
<ul style="list-style-type: none"> <li>Prioritise and manage time</li> </ul>	E
<ul style="list-style-type: none"> <li>Work under pressure and meet deadlines</li> </ul>	E
<ul style="list-style-type: none"> <li>Be self motivating and set personal goals</li> </ul>	E

Believe, Achieve, Shine

Barton Close, St Helens, Merseyside, WA10 2HS

T: 01744 734320

E: [stmarythomas@three-saints.org.uk](mailto:stmarythomas@three-saints.org.uk)

W: [www.sm-st.co.uk](http://www.sm-st.co.uk)

Registered in England 9626002





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Personal Attributes	
Adaptability to changing circumstances	E
Energy and enthusiasm	E
Reliability and integrity	E
Interpersonal skills	E
Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils, staff, and all stakeholders	E
Excellent attendance record	E

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