

## Chaddesley Corbett Endowed Primary School

### PERSON SPECIFICATION

SITE MANAGER – September 2016			
Area:	Essential:	Desirable:	How assessed:
<b>QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>◆ Relevant qualification and/or experience in one or more of the following areas: Plumbing, Carpentry, Painting/decorating, Building work, Premises Management.</li> <li>◆ Prepared to undertake any training required.</li> <li>◆ Good Literacy and Numeracy skills.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Knowledge of Health and Safety; PAT electrical testing, manual handling; COSHH regulations.</li> <li>◆ Awareness of Safeguarding and Child Protection.</li> <li>◆ First Aid at Work.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Certificates</li> <li>◆ Application form</li> <li>◆ Interview</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>◆ Experience of caretaking, cleaning and security.</li> <li>◆ Experience of scheduling and monitoring the work of others.</li> <li>◆ Sound understanding of current Health and Safety Legislation, in particular the legislation surrounding hazardous substances.</li> <li>◆ Experience of carrying out a range of maintenance tasks to a very high standard.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Experience of heating systems, lighting systems, ventilation systems, maintenance, building security, carpet cleaning etc.</li> <li>◆ Evidence of effective leadership and line management of staff.</li> <li>◆ Experience of carrying out risk assessments.</li> <li>◆ Experience of managing site projects and change.</li> <li>◆ Experience of working with contractors and negotiating contracts.</li> <li>◆ Knowledge of basic clerical work, bookkeeping, stock control etc.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Application form</li> <li>◆ Interview</li> <li>◆ References</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>◆ Manage own time effectively and demonstrate initiative. Establish priorities.</li> <li>◆ Ability to organise and motivate other staff.</li> <li>◆ Ability to provide training and advice on further relevant training – to other cleaning staff new to the school.</li> <li>◆ Good interpersonal skills to be able to work cooperatively with other staff and outside contractors.</li> <li>◆ Basic computer skills, able to prepare a report for Governors.</li> <li>◆ The ability to devise work schedules for self and others, prioritising need, organising resources and consulting other professionals as necessary.</li> <li>◆ Operate and understand electrical/mechanical systems.</li> </ul>		<ul style="list-style-type: none"> <li>◆ Application form</li> <li>◆ Interview</li> <li>◆ References</li> </ul>
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>◆ Able to perform normal duties and to attend to lettings and emergency call-outs.</li> <li>◆ Able to keep to the working hours of the post. Will not require leave of absence during term time (save for sickness or compassionate leave).</li> <li>◆ Legally entitled to work in the UK.</li> </ul>		<ul style="list-style-type: none"> <li>◆ Application form</li> <li>◆ Interview</li> </ul>

	<ul style="list-style-type: none"> <li>◆ Living in the locality (or reasonable travelling distance) to the school to facilitate emergency call-outs.</li> <li>◆ Home and/or mobile telephone.</li> <li>◆ Driving licence and access to vehicle.</li> </ul>		
<b>EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>◆ Candidates should indicate an acceptance of and a commitment to the principles of the school's Equal Opportunities Policy as they relate to employment issues and to the delivery of services to the community.</li> </ul>		<ul style="list-style-type: none"> <li>◆ Interview</li> </ul>
<b>OTHER FACTORS &amp; PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>◆ Reliable, dependable and calm in difficult circumstances.</li> <li>◆ Able to relate to and maintain positive relationships with children and adults.</li> <li>◆ Able to work on own initiative and prioritise work with a commitment to maintaining the school in safe, clean, tidy and hygienic condition.</li> <li>◆ Enjoys working with and for the benefit of children.</li> <li>◆ Self-motivated, enthusiastic and conscientious. Able to motivate and influence others.</li> <li>◆ Demonstrate the highest levels of integrity, being loyal to the school at all times.</li> <li>◆ To be able to work creatively to solve problems and identify opportunities. Be able to identify school improvement needs.</li> <li>◆ Reliable, honest, efficient, punctual and approachable.</li> <li>◆ A willingness to work as part of a team whilst also showing initiative and the ability to work alone.</li> <li>◆ A good level of physical fitness and manual dexterity. Ability to perform physical tasks; lifting/carrying and pushing various pieces of equipment.</li> <li>◆ Show a tolerance of working environments with some exposure to noise, heat, cold, disagreeable or difficult surroundings/conditions.</li> <li>◆ Subject to DBS clearance, two references, a good health record.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Able to relate appropriately to children and all members of the school community.</li> <li>◆ Sense of humour.</li> <li>◆ Know how to use limited space efficiently and tidily to ensure the health and safety of all who use such space.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Interview</li> <li>◆ References</li> </ul>