

HAYDON SCHOOL
PERSON SPECIFICATION - SITE TEAM LEADER

QUALIFICATIONS

Essential:

- Good standard of general education including GCSE maths and English at grade C or above, or proven high level literacy and numeracy skills at an equivalent level.

Desirable:

- Evidence of training in the areas of Health and Safety, Building Maintenance and Repair, Cleaning Care and Management.
- First Aid at Work qualification (full course not appointed person course) or willingness to obtain.

KNOWLEDGE

Essential:

- An understanding of the need for, and ability to maintain a secure environment.
- An understanding of the importance of safeguarding, informed by the DfE's Keeping Children Safe in Education document, the school's Safeguarding Policy, the Prevent Agenda and of how the role contributes to the safeguarding work of the school.
- Ability to be innovative in approach in order to seek continued improvement.
- Wide working knowledge of Health and Safety in all aspects of Premises Management.
- Willingness to participate in development and training opportunities.
- Team leading skills.
- An understanding of building maintenance requirements and ability to undertake minor repairs quickly and effectively.

Desirable:

- Good working knowledge of the regulations affecting the day to day running of an educational establishment and of effectively implementing the Health and Safety at Work Act.
- Proven determination to identify the need to increase efficiency and effectiveness.

SKILLS

Essential:

- Excellent interpersonal skills and ability to communicate effectively both orally and in writing both within school and outside.
- Good IT skills including word processing, spreadsheets and databases, electronic diary and email.
- Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach.
- Ability to prioritise and organise own workload and that of others.
- Ability to work on own initiative.
- Ability to maintain accurate records and filing systems.
- Ability to work under pressure and ensure that deadlines are met.
- Ability to lead, organise, supervise and develop others to meet organisational objectives.
- Ability to carry out cleaning functions to a high level and operate appropriate machinery.

EXPERIENCE

Essential:

- Experience of site work in a school or similar environment.
- Experience of working within a team environment and the flexibility that this may at times require.

Desirable:

- Experience of working in a customer service role.
- First Aid experience.

DATE – JANUARY 2018