

<b>Person Specification</b> <b>Site Services Manager</b>		
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• An understanding that the needs and safety of the children and staff are of prime concern</li> <li>• D.I.Y skills</li> <li>• Work effectively both independently and as part of a team</li> <li>• Relevant and substantial experience of premises management and managing people.</li> <li>• Ability to carry out minor repairs</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with pupils of a similar age to those in a primary school</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Willing to undertake training as required</li> </ul>	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Good organisational skills</li> <li>• Able to keep accurate records</li> <li>• Ability to maintain confidentiality at all times</li> <li>• To be diplomatic and able to deal with people at all levels (staff/contractors/pupils/lettings customers)</li> <li>• Ability to use your own initiative</li> <li>• Commitment to the security and wellbeing of pupils in the school</li> <li>• Be able to keep calm and respond quickly to situations</li> <li>• Be responsible and able to command respect.</li> </ul>	
<b>Personal qualities and attitudes</b>	<ul style="list-style-type: none"> <li>• Enthusiasm</li> <li>• Flexible, honest and reliable</li> <li>• To be a proactive member of the school community</li> <li>• Hard-working</li> <li>• Ability and commitment to contribute fully to the tasks in school</li> <li>• To uphold the ethos of our school</li> <li>• Willing and able to become involved in the full life of the school</li> </ul>	<ul style="list-style-type: none"> <li>• An interest in professional self-development</li> <li>• A willingness to contribute to the wider life of the school</li> <li>• Sense of humour</li> </ul>
<b>Physical requirements</b>	<ul style="list-style-type: none"> <li>• To be fit to handle heavy pieces of furniture and carry out duties</li> <li>• Ability to work at high levels with appropriate equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to deal with some manual handling</li> </ul>

N.B. The school is a no smoking environment.