

Hayes Park School

Person Specification: Assistant Site Manager

Criterion	Essential	Desirable	Method of Assessment Application/interview/test
1.Education/qualifications	<ul style="list-style-type: none"> GCSE grade C or above in English and Maths (or equivalent) Effective communication skills 		Application form Interview
2.Experience	<ul style="list-style-type: none"> Experience of working as part of a team Experience of carrying out general handyperson work. 	<ul style="list-style-type: none"> Experience of supervising a team Experience of plumbing, carpentry, painting and decorating and building work Experience of carrying out basic site management tasks Experience of working in a school environment 	Application form Interview Task
3.Skills/Abilities/Knowledge	<ul style="list-style-type: none"> Knowledge of Health and Safety Regulations. Ability to liaise with/supervise contractors on site. Ability to work on own initiative Ability to maintain the highest cleaning standards Ability to carry out basic site management/handy person duties 	<ul style="list-style-type: none"> Knowledge of using cleaning equipment e.g. polishers etc. Knowledge of electrics Knowledge of school security Use of ICT to support administrative jobs 	Application form Interview Task
4.Personal Qualities	<ul style="list-style-type: none"> The ability to form appropriate and positive working relationships with students, parents and colleagues Able to take direction as well as work independently and on own initiative Be committed, reliable and have high professional standards including in regard to Safeguarding and Equalities Be flexible Willingness to undertake continuous professional development 	<ul style="list-style-type: none"> An interest in self-development. A willingness to contribute to the broader life of the school. 	Application form Interview
5.Additional Contractual Obligations	<ul style="list-style-type: none"> Willingness to work outside of contracted hours Prepared to work some evenings/weekends Ability to cover site manager's duties during their absence Required to work longer hours to cover site manager's holidays. 		Application form Interview

