



PERSON SPECIFICATION

JOB TITLE	School Site Manager
DEPARTMENT	Whole School including EYFS

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCED IN:
QUALIFICATIONS:			
<ul style="list-style-type: none"> • Training in Health & Safety, PAT testing, working at heights, manual handling, etc. • A current driving license 	✓	✓	A A
EXPERIENCE:			
<ul style="list-style-type: none"> • Experience of successfully carrying out basic DIY tasks. • Awareness of the requirements of Health & Safety legislation and good practice relevant to the post: e.g. Control of Substances Hazardous to Health (COSHH), Health & Safety at Work, Manual Handling, Working with Heights, etc. • Previous experience of working in a premises' role. • Previous experience in carrying out maintenance in a school setting. 	✓ ✓	✓ ✓	A R I A R I A R I A R I
KNOWLEDGE, SKILLS & APTITUDES:			
<ul style="list-style-type: none"> • Understand the importance of child protection and safeguarding, knowing when to share information and when to maintain confidentiality. • Be able to work independently and as part of a team, with a flexible approach to working arrangements, understanding school roles & responsibilities and your own position within these, and being helpful to all stakeholders. • Have excellent interpersonal and communication skills, and the ability to interact with different stakeholders, combining confidence and assertiveness in a calm, courteous and professional manner. • Ability to understand and follow detailed oral and written instructions. • Have effective time management and organisational skills. • Be able to use own initiative and be proactive in finding possible solutions to problems as they arise. • Be able to prioritise and manage situations under potentially pressurised situations. 	✓ ✓ ✓ ✓ ✓ ✓		A R I A R I A R I A R I A R I A R I



<ul style="list-style-type: none"> • Good knowledge of DIY. • Have competent IT skills. 	<ul style="list-style-type: none"> ✓ ✓ 		<ul style="list-style-type: none"> A R I A R I
KNOWLEDGE, SKILLS & APTITUDES (continued):			
<ul style="list-style-type: none"> • Physically able to undertake all the physical requirements of the post which includes a certain amount of lifting and use of equipment, according to H&S guidelines. • Have knowledge and understanding of health and safety issues. • To be committed to the safeguarding and promotion of the welfare of young. • A clean driving licence. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 		<ul style="list-style-type: none"> A R I A R I A R I A R I
PERSONAL QUALITIES:			
<ul style="list-style-type: none"> • Tact and diplomacy to work with confidential information and build relationships. • Proactive approach to work; being responsive, empathetic and supportive to all within the school. • Hard working and enthusiastic, presenting a professional manner at all times. • Self-motivated with a can-do approach. • Resilience, flexibility, confidence and commitment to produce an efficient and high-quality service. • Patience, able to use initiative and enjoy attention to detail. • Have high standards of self-awareness, self-discipline, discretion, diplomacy and integrity. • Be committed to the values and culture of Avon House School. • Resilience, confidence and commitment. • Commitment to school events and functions. • Flexible attitude to working hours, including to cover absent colleagues. • Commitment to your own CPD. • A sense of humour. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 		<ul style="list-style-type: none"> A I A I A I A I A I A I A I A I A I A I A I A I A I

AVON HOUSE PREPARATORY SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN.

ALL APPOINTMENTS ARE SUBJECT TO AN ENHANCED DBS CHECK AND CHECKS WITH PREVIOUS EMPLOYERS.

Sept 2023