

Assistant Site Manager Person Specification



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Attributes	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> • Good standard of general education • Willingness to undertake additional qualifications • Willingness to undertake specific training 	<ul style="list-style-type: none"> • Any relevant trade qualifications 	Letter Interview Application
Job related Experience and Skills	<ul style="list-style-type: none"> • Previous experience of general maintenance and repairs • Sound organisation skills • Dealing with the public • A commitment to high quality work standards • Basic ICT skills • Knowledge of tools and equipment, their use and maintenance 	<ul style="list-style-type: none"> • Experience of working in a school or college • Knowledge of school facilities and their operation • Able to generate new ideas and initiatives • Experience of working with young people 	Letter Interview Application
Other Relevant Training	<ul style="list-style-type: none"> • Evidence of commitment to own professional development 	<ul style="list-style-type: none"> • Additional learning/experience 	Letter Application
Person(al) Skills	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills • Dynamic, proactive, solutions-focused • Organise and prioritise work load and meet deadlines • Ability to work effectively within a team and collaboratively with all stakeholders • Have high standards of punctuality, attendance, reliability and personal presentation • Ability to maintain confidentiality • Ability to demonstrate common sense and initiative • Ability to keep calm under pressure or during unexpected circumstances. • Flexible approach to work with willingness to work additional hours as required to meet the needs of the school 		Letter Interview Application

Safeguarding	<ul style="list-style-type: none">• Able to demonstrate an understanding of safeguarding• Ability to maintain a safe working environment	<ul style="list-style-type: none">• Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity	Letter Interview Application
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