

Solihull Academy
Person Specification – Assistant Site Manager



	Essential	Desirable	Methods of Assessment
Qualifications	<ul style="list-style-type: none"> • Good levels of numeracy and literacy* 	<ul style="list-style-type: none"> • Health & Safety Qualifications • Basic Electrical/Plumbing qualification 	<ul style="list-style-type: none"> • Application • Qualifications
Experience	<ul style="list-style-type: none"> • Use of small industrial/ electrical/maintenance equipment * • Experience of basic maintenance and minor repairs 	<ul style="list-style-type: none"> • Previous experience of working in a school • Experience of working at heights 	<ul style="list-style-type: none"> • Application • References • Interview
Knowledge	<ul style="list-style-type: none"> • Able to understand and apply regulations e.g. Health & Safety * • Competent at basic building repairs and maintenance & grounds maintenance • Ability to ensure that outside contractors and hirers of the premises achieve high standards of care and safety • Ability to ensure safe and secure premises • Ability to work methodically, including close attention to detail and stock control and ordering • Ability to interact with children between the ages of 11-16 years 		<ul style="list-style-type: none"> • Application • References • Interview • Observation
Skills	<ul style="list-style-type: none"> • ICT literate with Microsoft Office • Enthusiastic & self-motivated • Effective interpersonal skills • Ability to work on own initiative and prioritise work • Able to handle/carry heavy items • Able to show initiative and work proactively to ensure the smooth running of the site 		<ul style="list-style-type: none"> • Application • References • Interview • Observations
Other	<ul style="list-style-type: none"> • An Enhanced DBS clearance will be required • Current driving licence • Willingness to extend knowledge and skills by attending courses • Willingness to work positively with all members of the school community • Flexible with regard to working hours 	<ul style="list-style-type: none"> • Willing to undertake a mini-bus test 	<ul style="list-style-type: none"> • Application • Interview • Observation • References • Interview

* Denotes that this criteria will be used to shortlist