****

**MOUNT ST MARY’S CATHOLIC HIGH SCHOOL**

**ASSISTANT SUPERINTENDENT - PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Attributes** | **Essential** | **Desirable** | **Evidence** |
| Experience and knowledge | * A sound knowledge of operational Health & Safety. IOSH would be an advantage.
* Hand tool skills.
* Technical skill set to include operational building services engineering.
 | * Experience of key holding and security awareness within a school environment.
* Premises, Lettings and Cleaning Management.
* Experience of security procedures for buildings and external sites.
 | Application form InterviewReferences |
| Personal job related skills | * Loyalty and commitment to the school.
* Excellent inter-personal skills.
* Good organisational and administrative skills.
* Good ICT skills.
* A capacity for hard work.
* The ability to apply a common sense approach to all tasks.
* Flexibility and adaptability.
* Resourcefulness and resilience.
* Humour, patience and common sense.
* Generosity of spirit.
 |  | Application form InterviewReferences |
| Other personal attributes | * Willingness to be flexible with working hours to respond to schools’ needs.
* Commitment to uphold the School’s Equalities Policy, Data Protection and Health and Safety Policies.
 |  | Application form InterviewReferences |