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

**ASSISTANT SUPERINTENDENT - PERSON SPECIFICATION**

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| **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  Interview  References |
| 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  Interview  References |
| 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  Interview  References |