Ursula Taylor Church of England School



Person Specification – Site Manager

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|  | Essential Criteria | Desirable Criteria | Evidenced by |
| Experience | * Some experience of caretaking duties in a general capacity * Demonstrable experience of supervising others | * Experience of working in a school environment is desirable for this post |  |
| Skills and Abilities | * Be positive, approachable, friendly and have a commitment to ensuring a tidy, clean and safe school environment * Possess handy-person skills, being able to carry out minor repairs, including some plumbing and joinery work * Good written and verbal literacy skills – able to read instructions and maintain work related records * The ability to manage own time, work proactively without supervision and quickly address maintenance or cleaning issues * Contribute positively to the work of the whole school team, taking pride in our school environment * Follow instructions and procedures e.g. security systems and alarms * Ability to communicate politely and effectively with all school premises users, including the site team | * Qualifications in electrical aspects would be an advantage |  |
| Competencies | * Ability to supervise others and ensure all site team complete their work to a high standard * Ability to work with Headteacher, School Business Manager and Governing Body to review and plan maintenance/ cleaning routines | * Able to demonstrate appropriate motivation to work with others to provide a clean, tidy and safe environment |  |
| Specialist knowledge | * Good knowledge of Health and Safety including COSHH * Working knowledge of requirement for and uses of Personal Protective Equipment (PPE) | * Asbestos Training * Pool Maintenance experience / qualification * Legionella Training * Electrical Qualification * Ladder training * Health and Safety Qualification * Plumbing experience / qualification |  |
| Education and Training | * Willingness to undertake relevant training * Good standard of written / spoken English and Maths |  |  |
| Other requirements | * Ability to adapt to changing operational demands in terms of tasks undertaken * Ability to be flexible and communicate well with others * Be aware of the Equality Act |  |  |

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Updated January 2019