

**Woodhouse Primary School
Site Manager Scale 3 (scale points 5 – 6)
Person Specification**

	Essential	Desirable	How identified
1. Knowledge and skills (including any relevant or required qualifications)	<p>Excellent literacy and numeracy skills</p> <p>Ability to work as part of a team, understanding roles and responsibilities and own position within these roles</p> <p>Ability to communicate in a clear, accurate and consistent manner with other members of staff, public and contractors</p> <p>Competent in the use of IT</p> <p>Ability to carry out minor repair and maintenance tasks</p> <p>Understand the importance of confidentiality and work in a discreet manner</p> <p>Ability to organise cleaning routines and control of stocks and cleaning materials</p> <p>Excellent standards of hygiene and cleanliness</p>	<p>Current driving licence and access to a vehicle</p> <p>Knowledge of relevant health and safety legislation</p> <p>Ability to work with standard ICT packages: Microsoft Excel and Word</p> <p>Knowledge of COSHH regulations</p> <p>Ability to monitor and operate the heating and pool plant</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>

	Essential	Desirable	How identified
2. Personal Development and Additional Learning	<p>Commitment to own personal and professional development</p> <p>Willing to participate in further training and development activities</p>		<p>Application Form</p> <p>Interview</p>
3. Experience	<p>Experience of working within a team/ collaborative work</p>	<p>Previous site management experience</p> <p>Experience of working in a trade e.g. joiner, plumber</p> <p>Experience of completing risk assessments and reducing risk where appropriate</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
4. Initiative	<p>Able to receive instructions and guidance</p> <p>Open-minded and flexible</p> <p>Ability to work under pressure</p> <p>Ability to use own initiative</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>
5. Circumstances	<p>To be a primary key-holder and live within reasonable access to the school</p> <p>Flexibility with hours to assist in a morning or on a weekend if unexpected circumstances make this necessary</p> <p>Must be able to perform all duties and tasks of the role with reasonable adjustments, in accordance with the Equality Act 2010</p>		<p>Application form</p> <p>Interview</p>