

ROCHDALE BOROUGH COUNCIL
PERSON SPECIFICATION

Site Manager (Level 1)

Grade 5 (SCP) 22-25

Note to Applicants

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

- The *Essential* Criteria are for the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The *Desirable* Criteria are used to help decide between candidates who meet **ALL** the Essential Criteria.
- The *How Identified* column shows how the Council will obtain the necessary information about you.
- If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.

ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none">• To possess GCSE English & Maths or Level 2 Literacy and Numeracy.• Relevant Level 2 in Cleaning or similar• Full, clean driving licence (if applicable).• Experience of working in maintenance/trades.• Experience of undertaking DIY, including the use of hand and power tools e.g. drills.• Willingness to update skills and knowledge by undertaking training.	Application Form/Checking of Certificates	<ul style="list-style-type: none">• Previous experience in a caretaking role in a school.• First aid certificate.	Application Form/Checking of Certificates
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none">• Problem solving skills and ability to use judgement to interpret information and make decisions.• Ability to keep calm in emergency situations.• Ability to work as part of a team.• Ability to undertake tasks that require physical effort, e.g. lifting, portage duties, working at height.	Application Form/Interview		

SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • Good interpersonal skills, with the ability to work with colleagues and children. • Ability to complete documentation essential for the duties of the post. • Ability to undertake minor building repairs, DIY and general maintenance. • Ability to prioritise and work to deadlines. • Knowledge of Health & Safety procedures, safe working practices and risk assessments, e.g. COSHH, working at height, manual handling. • Understanding of the importance of safeguarding/ child protection procedures when working with children. 	Application Form/Interview		
SPECIAL WORKING CONDITIONS	<ul style="list-style-type: none"> • Able to work flexibly, including evening and weekend meetings as required. • Key holding and call out responsibilities. • Ability to relate to and promote the ethos of the school. • Willingness to undertake training as required. • Flexible in approach and able to meet the changing demands of the role. • The ability to converse at ease with customers and service users and provide advice in accurate spoken English. 	Application Form		