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| **Assistant Site Manager**  **Person Specification** |  |

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| Attributes | **Essential** | **Desirable** | **How Identified** |
| Qualifications | * Good standard of general education * Willingness to undertake additional qualifications * Willingness to undertake specific training | * Any relevant trade qualifications | Letter  Interview  Application |
| **Job related Experience and Skills** | * Previous experience of general maintenance and repairs * Sound organisation skills * Dealing with the public * A commitment to high quality work standards * Basic ICT skills * Knowledge of tools and equipment, their use and maintenance | * Experience of working in a school or college * Knowledge of school facilities and their operation * Able to generate new ideas and initiatives * Experience of working with young people | Letter  Interview  Application |
| **Other Relevant Training** | * Evidence of commitment to own professional development | * Additional learning/experience | Letter  Application |
| **Person(al) Skills** | * Excellent interpersonal and communication skills * Dynamic, proactive, solutions-focused * Organise and prioritise work load and meet deadlines * Ability to work effectively within a team and collaboratively with all stakeholders * Have high standards of punctuality, attendance, reliability and personal presentation * Ability to maintain confidentiality * Ability to demonstrate common sense and initiative * Ability to keep calm under pressure or during unexpected circumstances. * Flexible approach to work with willingness to work additional hours as required to meet the needs of the school |  | Letter  Interview  Application |
| **Safeguarding** | * Able to demonstrate an understanding of safeguarding * Ability to maintain a safe working environment | * Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity | Letter  Interview  Application |