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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 InterviewApplication |
| **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 InterviewApplication |
| **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
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| **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 InterviewApplication |