



## Person Specification

Job Role: Assistant Site Manager

<b>Education and qualifications</b>	<b>Essential</b> <ul style="list-style-type: none"><li>• Good standard of written and oral language skills</li></ul> <b>Desirable</b> <ul style="list-style-type: none"><li>• Basic general education</li></ul>
<b>Experience</b>	<b>Essential</b> <ul style="list-style-type: none"><li>• Previous experience of working as part of team</li></ul> <b>Desirable</b> <ul style="list-style-type: none"><li>• Experience of working in a school</li><li>• Experience of working as a Site Manager</li><li>• Experience of plumbing</li></ul>
<b>Knowledge</b>	<b>Essential</b> <ul style="list-style-type: none"><li>• Understanding of Health and Safety legislation as applied to the workplace</li><li>• Knowledge of basic site maintenance</li><li>• Willingness to gain knowledge of equipment and machinery specific to the school premises management.</li></ul> <b>Desirable</b> <ul style="list-style-type: none"><li>• Knowledge of policies and procedures in relation to school security</li><li>• Good DIY skills</li><li>• Knowledge of moving and handling procedures</li><li>• Knowledge of good practices in building services e.g. plumbing, carpentry etc</li><li>• Awareness of health and hygiene procedures</li><li>• Knowledge of safe storage of equipment and consumables</li></ul>
<b>Skills and Abilities</b>	<b>Essential</b> <ul style="list-style-type: none"><li>• Flexibility</li><li>• Hardworking</li><li>• Trustworthy</li><li>• Ability to monitor work of external contractors</li><li>• Good time management</li><li>• Ability to prioritise workloads</li><li>• Good communication skills with staff, students and external contractors</li><li>• Willingness to undertake training</li></ul> <b>Desirable</b> <ul style="list-style-type: none"><li>• Basic ICT skills</li></ul>