

PERSON SPECIFICATION

Assistant Site Manager

Essential = E; Desirable = D

EDUCATION AND TRAINING	
GCSE Grade C or above in Maths and English	E
Health and Safety Certificate, Fire Safety Certificate, First Aid Certificate	D
Relevant professional qualification in facilities or buildings management	D
SKILLS AND EXPERIENCE	
Full, Clean Driving Licence	E
D1 Minibus Driving Licence entitlement	D
Knowledge, experience and understanding of the day to day management of a public building, e.g. heating, lighting, security and maintenance. Experience within a school environment is an advantage	E
Practical/handyperson skills necessary to undertake general building maintenance, minor repairs and porter duties including skills in plumbing, electrical work, painting and joinery to a high standard. Driving licence.	E
Up-to-date knowledge of relevant Health and Safety requirements / legislation, previous experience of acting as a Health and Safety Officer	D
Ability to follow instructions, organise and prioritise workload and communicate appropriately with all members of the school community.	E
Ability to be self-directed and motivated and to work on own initiative with minimum supervision, keeping to deadlines	E
Ability to write up all relevant paperwork, e.g. timesheets, job reports, risk assessments and incident reports	E
Ability to plan ahead and report on faults and repairs and other needs	E
Physical fitness appropriate to the tasks in the job description	E

PERSONAL QUALITIES	
Patient, with an ability to work calmly towards deadlines even under pressure	E
A willingness to develop an understanding of children with autism as far as is necessary for the proper performance of your duties	E
A willingness to be helpful and support staff in practical ways	E
Approachable with ability to quickly build a rapport with a diverse range of individuals	E
Must be available to attend call outs and be prepared to work outside normal hours occasionally	E
Willingness to undertake training	E