

**PERSON SPECIFICATION – SITE MANAGER (GRADE 7)**

SKILLS / ABILITY / EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	IMPORTANCE AT TIME OF APPOINTMENT?
<p><b>KNOWLEDGE</b> A good understanding of Health and Safety Regulations and practical experience of Safe Working Procedures and Risk Assessments</p> <p>Broad, practical experience of building maintenance, minor repair work and decorating</p> <p>Experience of contract management/supervision</p> <p>Administrative skills/experience</p>	<p>To create and maintain a safe, secure and clean premises and school environment during and out of school hours. To ensure inspections, drills, alarm tests and risk assessments are carried out to agreed schedule. To ensure utilities, equipment and appliances are operating correctly and faults / repairs are dealt with promptly in line with agreed procedures.</p> <p>To ensure that the school site is cleaned and maintained to a high standard. To carry out minor repairs and upkeep (e.g. changing of light bulbs; clearing drains; removing litter) and undertake a rolling programme of internal redecoration.</p> <p>To manage maintenance contracts and act as the key liaison point for external contractors to ensure that work is undertaken in a satisfactory manner.</p> <p>To maintain inspection and Fire Drill records in line with school administrative processes. To provide a written report to Governors when required.</p>	<p>Now</p> <p>Now</p> <p>Desirable; support will be given</p> <p>Now</p>	<p>5</p> <p>5</p> <p>4</p> <p>3</p>

SKILLS / ABILITY / EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	IMPORTANCE AT TIME OF APPOINTMENT?
<u><b>MENTAL SKILLS</b></u> Ability to use own judgement	To solve varied problems without immediate access to line manager.	Now	5
<u><b>INTERPERSONAL &amp; COMMUNICATION SKILLS</b></u> Ability to communicate information and ideas effectively	To develop and maintain effective working relationships with colleagues, pupils and “partners” of the school (Parents, Governors, Visitors). To liaise with/oversee Contractors.	Now	4
<u><b>PHYSICAL SKILLS</b></u> Ability to use a computer	To undertake basic research and to draft reports / documents.	Desirable	3
<u><b>INITIATIVE &amp; INDEPENDENCE</b></u> Ability to work on own initiative and to organise/prioritise own workload and that of the team	To work independently and to make decisions on day to day issues without recourse to line manager.	Now	5
<u><b>PHYSICAL DEMANDS</b></u> Reasonable level of physical fitness	To carry out repairs and maintenance to the school premises and grounds. To move furniture to prepare school for functions and events.	Now	5

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<p><b><u>MENTAL DEMANDS</u></b> Ability to concentrate for short/medium periods of time</p> <p>Ability to deal with conflicting priorities and cope with pressure</p>	<p>To carry out health and safety assessments. To carry out repairs and maintenance duties.</p> <p>To manage interruptions and to meet deadlines.</p>	<p>Now</p> <p>Now</p>	<p>5</p> <p>4</p>
<p><b><u>RESPONSIBILITY FOR PEOPLE</u></b> Understanding of key safeguarding issues and procedures</p>	<p>To ensure correct reporting and monitoring of any safeguarding issues arising across the school. To maintain appropriate levels of confidentiality and data security in respect of personal / pupil / colleague information.</p>	<p>Awareness of the sensitivity of these issues now. Training in school procedures given</p>	<p>4</p>
<p><b><u>RESPONSIBILITY FOR SUPERVISION</u></b> Supervisory skills/experience</p>	<p>To supervise a team of cleaners/assistant site staff, including training, support and performance management.</p>	<p>Now</p>	<p>4</p>
<p><b><u>FINANCIAL RESPONSIBILITY</u></b> Budget monitoring skills</p>	<p>To monitor the budget for cleaning and maintenance supplies.</p>	<p>With support &amp; training</p>	<p>3</p>
<p><b><u>RESPONSIBILITY FOR PHYSICAL RESOURCES</u></b></p>	<p>Principal key-holder for school. Responsibility for safe storage of cleaning materials and other, potentially hazardous, chemicals and materials.</p>	<p>Now</p>	<p>5</p>

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