

PERSON SPECIFICATION
Assistant Site Manager

	Essential It is essential candidates can provide evidence of:	Desirable It is desirable candidates can provide evidence of:	How assessed
Qualifications	Educated to GCSE standard or equivalent	COSHH training 1 st Aid training Minibus Trained Health & Safety training	App/Doc
Experience/ Skills	<p>Experience of a school premises environment</p> <p>Knowledge of Health & Safety issues and guidelines including fire regulations</p> <p>Ability to move furniture and undertake heavy lifting</p> <p>Ability to carry out practical skills and repairs around the school</p> <p>Experience of close working with trades and contractors</p> <p>Ability to carry out grounds tasks</p> <p>Awareness of relevant legislation</p> <p>Ability to maintain accurate records</p> <p>Ability to problem-solve</p> <p>Passion for high standards in all tasks</p> <p>Self motivated and relentless drive for excellence</p> <p>Examples of good practice</p> <p>Ability to respond under pressure</p> <p>Ability to develop own CPD</p>	<p>Experience of working in a similar environment for 2 yrs</p> <p>Health & Safety Experience</p> <p>Trade skill, e.g carpentry, painting & decorating, plumbing</p> <p>Willingness to gain awareness of COSHH regulations and apply knowledge</p> <p>Experience of supervising team</p> <p>Knowledge of wider school operations</p>	App/Int/ Ref
Written Application	A well constructed legible application, which outlines appropriate skills and strengths.		App
Relationships	An ability to establish good working relationships.	Experience of working with senior level staff	App/Ref/
Equal Opportunities	A commitment to equal opportunities.	Examples of good practice from own experience.	App/Int
Other requirements	<p>Excellent attendance particularly at critical times</p> <p>A willingness to dress professionally in accordance with the culture of the organisation or wear uniform as provided</p>		App/Med