

Site Manager Whaplode & Weston St Mary Primary Schools

Person Specification

	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • 4 GCSE's or equivalent in English and Maths 	<ul style="list-style-type: none"> • IOSH / H&S Qualification • First Aid training qualification • NVQ 2 or equivalent qualification 	<ul style="list-style-type: none"> • Application form • Selection Process • Certificates
Experience	<ul style="list-style-type: none"> • Experience of caretaking or premises management, building cleaning or building management • Use of general cleaning equipment • Taking responsibility for security of a building • Experience of managing COSHH 	<ul style="list-style-type: none"> • Use of commercial cleaning equipment • Use of commercial site maintenance equipment • Experience of working in a school or education setting • Experience of MIS system and reporting 	<ul style="list-style-type: none"> • Application form • Selection Process • References
Skills/knowledge	<ul style="list-style-type: none"> • To be able to carry out DIY and handyperson general repairs without guidance • Ability to lift and carry items • Ability to work at heights • Ability to follow and comply with instructions on equipment and/or materials usage • Ability to manage MIS systems and reporting • Ability to manage COSHH • Willingness to work as part of a team • Ability to work to deadlines • Ability to manage own work effectively 	<ul style="list-style-type: none"> • Experience of swimming pool maintenance • Completed Pool plant operator's course • Plumbing / Joinery skills 	<ul style="list-style-type: none"> • Application form • Selection Process • References

	<ul style="list-style-type: none"> • Able to use own initiative • Ability to carry out health and safety checks and maintain relevant records • Knowledge of fire safety legislation • Computer literate, good ICT skills • Basic level of administrative skills • Knowledge of Security systems • Knowledge of relevant H&S policies/code of practice/legislations including COSHH, manual handling procedures and precautions • Willingness to participate in development and training opportunities • Ability to manage swimming pool maintenance • Good communication skills 		
Personal Qualities	<ul style="list-style-type: none"> • Willing to work outside of normal hours if required. 		<ul style="list-style-type: none"> • Application form • Selection Process • References

