



Post Title: Site Manager/Caretaker

Date: July 2020

Person Specification	Essential	Desirable
<p>Education</p> <ul style="list-style-type: none"> • Good standard of general education including GCSEs at Grade C or above in English and Maths • Relevant trade qualification to at least NVQ level 2 or equivalent. 	<p>X</p>	<p>X</p>
<p>Knowledge</p> <ul style="list-style-type: none"> • Understanding of Health and Safety legislation and other relevant codes of practice, as it applies to school premises. 	<p>X</p>	
<p>Experience</p> <ul style="list-style-type: none"> • Practical experience of property maintenance work • Knowledge of security systems, manual handling, risks and risk management. • Experience of working with contractors and monitoring contracts. • Experience of supervising the work of others 	<p>X X X</p>	<p>X</p>
<p>Personal skills</p> <ul style="list-style-type: none"> • Calm, courteous manner • Trustworthy and thorough • Excellent communication skills and ability to lead and work as part of a team • Ability to progress tasks using own initiative • Ability to prioritise tasks and stay calm under pressure • Good attention to detail • Able to work independently for most of the time • Ability to work flexibly depending on the organisational demands 	<p>X X X X X X X X</p>	
<p>Safeguarding</p> <ul style="list-style-type: none"> • An understanding of and a commitment to following all safeguarding procedures of the school 	<p>X</p>	