

## Person Specification – Assistant Site Manager

*Responsible to:* Site Manager

The successful applicant will demonstrate the following experience, skills and characteristics:	Essential / Desirable	Application Form / Supporting Statement	Interview	References
<b><i>Experience:</i></b>				
• Experience as a school caretaker in an educational setting	D	✓	✓	✓
• Experience supervising and directing cleaning staff	D	✓	✓	✓
• Proven experience of key and entry system management	D	✓	✓	
• Experience of managing site security and storage of valuable items	D	✓	✓	
• Experience of property maintenance and site management	D	✓	✓	✓
• Experience of carrying out risk assessments	D	✓	✓	✓
<b><i>Qualifications / Training:</i></b>				
• Carpentry, plumbing and/or general handy person skills, and able to use hand and electrical tools	E	✓	✓	✓
• Experience of stock ordering and management	D	✓	✓	
<b><i>Knowledge / Skills:</i></b>				
• IT skills including use of email and Microsoft Word and Excel	D	✓	✓	
• A good understanding of health and safety requirements re school premises	D	✓	✓	
• Flexibility to meet the changing requirements of the school and hirers	E	✓	✓	
• Good communication skills in spoken and written English	E	✓	✓	
• Ability to monitor, maintain and safely store resources and stock including hazardous materials	D		✓	
• Evidence of having successfully undertaken health and safety training in relation to schools	D		✓	
• Understanding of the needs of others and able to empathise	E	✓	✓	

<b><i>Personal Characteristics:</i></b>				
• To be punctual, reliable, and well organised	<b>E</b>	✓	✓	
• Good interpersonal skills	<b>E</b>	✓	✓	
• Ability to work productively as part of a team of professionals	<b>E</b>	✓	✓	
• Awareness of and a commitment to equal opportunities	<b>E</b>	✓	✓	
• Commitment to safeguarding & promoting the welfare of children, young people and adults	<b>E</b>	✓	✓	
Trustworthy and honest	<b>E</b>	✓		
• Pro-active, confident and able to use own initiative	<b>E</b>	✓	✓	
• Willingness to train on cleaning and site maintenance machinery	<b>E</b>	✓	✓	
• High standards of cleanliness, tidiness and organisation	<b>E</b>	✓	✓	

Applicants who fail to adequately address relevant criteria in their application form and supporting statement will not be considered.