



Brunswick House
Primary School

**BRUNSWICK HOUSE PRIMARY SCHOOL
PERSON SPECIFICATION – SITE MANAGER**

Post Title	Site Manager
Grade	Kent Range 6 (£21,801 - £23,262)
Responsible to	School Business Manager
Contract Type	Full time. All year round.
Working Hours	Monday to Friday 7am to 1pm

Skills and abilities

- Good numeracy, literacy and IT abilities.
- Possess a proactive approach to dealing with the daily demands of the role and longer-term projects.
- Be able to oversee teams of workers to meet deadlines and agreed standards.
- Be able to work effectively with minimum supervision.
- Liaise and communicate clearly and confidently to provide information and receive and give instructions.
- Able to complete and maintain appropriate records.
- Proven maintenance/DIY experience essential – demonstrating high quality skills.
- Able to identify and implement new procedures.
- Able to prioritise and manage conflicting work-loads and achieve deadlines with minimal supervision.
- Able to respond promptly, calmly and effectively to emergencies or disruptions.
- Possess good practical knowledge of buildings and grounds maintenance.
- Able to work alone and/or organise and direct the work of another member of the site team

Personal Qualities

- Motivated to perform the job well and to continuously develop in the role.
- Commitment to the school's values.
- Reliable, punctual and hard working.
- Able to maintain good working relationships and appropriate boundaries with all school users.
- Strong team ethic, supportive of others and fulfilling duties to support others when asked.
- An understanding of the importance of child protection and safeguarding in educational establishments.

Education and experience

- A good standard of maths and English skills
- Recognised qualifications relevant to this role.
- Proven site experience, preferably though not essentially within an educational establishment.
- Understanding the implications of the Health and Safety at Work Act 1974 amendments (Management of Health and Safety) 2006.
- Knowledge of COSHH regulations and Fire Risk Assessments
- Awareness of health and hygiene procedures and a clear commitment to the health safety and well-being of all school users

Special Conditions

- May be required to work outside of normal hours on occasion to support planned school events. Advanced notice for these will be provided.

Will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and all adult barred list where relevant) should not apply.