

**Singlewell Primary School**

**Person Specification: Premises – Site Manager**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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| **The successful candidates will have:** |
| **Knowledge and Experience*** Previous experience of working in a school environment beneficial but not essential.
* Previous relevant experience including supervisory/managerial experience beneficial but not essential.
* Driving licence and access to a vehicle
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| **Skills and Abilities*** General knowledge of DIY and maintenance.
* Understanding of site safety and security.
* Knowledge of industrial cleaning and use of appropriate equipment, chemicals and materials and their storage/recording.
* Ability to communicate with a wide range of people.
* Competent written and numerical skills in order to complete more detailed records and reports.
* Knowledge and understanding of the safety, security and tenure of premise.
* Ability to use appropriately relevant equipment, materials and chemicals.
* Understanding of and compliance with Child Protection procedures and lone working.
* Be able to work as both part of a team and as a lone worker, be self- motivated.
* Takes pride in their work and has an attention to detail – be prepared to go the extra mile.
* To be prepared to undertake training & development to further experience, knowledge/ willingness to learn and upskill

**The Essentials:** * Health & Safety knowledge/compliance - including use of chemicals COSHH
* Manual handling
* Fire Safety, including drills, use of equipment, practices and procedures
* Use of ladders, lifting, cleaning etc.
* IT and admin skills

**The Desirables**: * First Aid training.
* Electrical testing certification.
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| **Personal Qualities*** Good organisational and timekeeping skills
* Have the ability to use initiative and make decisions in collaboration with line manager
* Motivated to develop own practice
* Sociable and approachable
* Proactive and responsive
* Perceptive and sensitive to the needs of others
* Ability to deal calmly and effectively in emergency situations
* A good sense of humour
* Resilience
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