

**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.

|  |
| --- |
| **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 |
| **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. |
| **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 |