



Otford Primary School

Person Specification- Site Manager

CRITERIA	QUALITIES
Qualifications	<ul style="list-style-type: none">➤ Level 2 Award in Support Work in Schools or proficient practical and technical skills relevant to the post.➤ Enhanced DBS check required.➤ Managing Safety Diploma or equivalent➤ Qualified First Aider- desirable not essential.
Experience	<ul style="list-style-type: none">➤ Caretaking➤ Building maintenance and repairs experience.➤ Security, including alarm systems➤ Cleaning work➤ Some DIY at least to a "good" standard.➤ Working in a team➤ Supervising a small team of staff➤ Working with contractors➤ An understanding of child welfare and safety
Skills and knowledge	<ul style="list-style-type: none">➤ Good knowledge of health and safety regulations in order to lead in this area within the context of the role.➤ Ability to work flexibly, independently and as part of a team➤ Basic DIY skills➤ Ability to plan, organise and prioritise➤ Use of basic tools and machinery e.g. cleaning equipment, DIY tools➤ Able to assess and undertake minor maintenance and repairs➤ Able to competently communicate using IT e.g. Office and Planner➤ Can demonstrate written and numerical skills in order to complete more detailed records and accurate reports to audiences such as the Governing Body.➤ Able to apply Health and Safety procedures such as Manual Handling, COSHH, First Aid, Hygiene Practice and Lone working.
Personal qualities	<ul style="list-style-type: none">➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school➤ Ability to work under pressure and prioritise effectively➤ Commitment to maintaining confidentiality at all times➤ Commitment to safeguarding and equality

CRITERIA	QUALITIES
	<ul style="list-style-type: none"> ➤ Embraces change well and open to training ➤ Deals with difficult situations effectively ➤ Able to work flexibly and out of school hours as required ➤ Able to understand and liaise with others effectively to lead to a positive outcome, where possible, for the school ➤ A good sense of humour and a proactive attitude towards the role.
Physical requirements	<ul style="list-style-type: none"> ➤ Be reasonably fit to carry out the duties of the job ➤ Able to carry out some manual handling and lifting ➤ Able to carry out work at high levels using appropriate equipment

Notes:

This job description may be amended at any time in consultation with the postholder.

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
