# Person Specification: Site Manager

#  at St Michael’s RC Primary School



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|  | Qualities  |
| Qualifications | * Level 2 in Support Work in schools or equivalent
* Desirable
	+ A trade qualification (i.e. plumbing, electrical, joinery, decorating ) in City and Guilds, NVQ, BSL or BTEC.
	+ Office 365. Word , Excel
	+ A full driving licence
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| Experience | * Caretaking
* Building, Maintenance
* Security, including alarm systems
* Cleaning Work
* Some DIY
* Working in a team
* Supervising a small team of staff
* Working with contractors
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| Skills and knowledge  | * Good knowledge of Health and Safety and safety regulations including COSHH.
* Ability to work flexibly, independently and as part of a team
* Basic DIY Skills
* Ability to plan, organise, prioritise and lead with initiative.
* Follow procurement policies, looking at value for money.
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| Personal Qualities  | * Commitment to promoting the ethos and values of the school.
* Commitment to acting with integrity, honesty and fairness to safeguard the assets, financial probity and reputation of the school.
* Able to work flexibly and out-of-school hours as required.
* Willingness to undergo regular training
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| Physical requirements  | * 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.
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