# Person Specification: Site Manager

#  at St Matthew’s High Brooms CEP School

|  |  |
| --- | --- |
|  | Qualities  |
| Qualifications | * Level 2 in Support Work in schools or equivalent
 |
| 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
 |
| 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.
 |
| 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.
* Ability to work under pressure and prioritise effectively
* Commitment to maintaining confidentiality at all times
* Commitment to safeguarding and equality
* Able to work flexibility and out of school hours as required.
* Willingness to undergo regular training
 |
| 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.
 |