# Person Specification: Site Manager

# at St Matthew’s High Brooms CEP School

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|  | 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. |