



Person Specification – Site Manager

Criteria	Essential	Desirable	Measured By
Experience	Experience of: cleaning work, building maintenance, DIY including decorating	Experience of working in a school setting Previous experience of working as a caretaker/cleaner/premises staff	Application
Education Training and Qualifications	Good standard of numeracy, literacy & ICT –including (but not limited to) be able to read and understand information on documentation and chemical products.	Health and safety awareness COSHH Fire Safety Asbestos awareness Safeguarding training	Application/interview
Skills and Knowledge	Efficient time management and organisation. Physically able to undertake caretaking duties – including (but not limited to) bending, lifting, climbing ladders, working at height. Competent at DIY and general maintenance To be able to use ICT equipment for emails and online training / research.	Evidence of positive relationships within a team Understanding of lone working and working at height	Application/Interview/Reference
Attitudes	Conscientious and hardworking Proactive and able to work on own initiative Self-motivated with high standards Able to work outdoors in all weather conditions Work under pressure and be able to meet deadlines		Application/Reference/Interview
Personal qualities	Be approachable, pleasant and actively contribute to a safe and supporting environment for the children and staff. Trustworthy Friendly Reliable	Good sense of humour A 'sunny disposition'	Application/Reference/Interview