



## ST WILFRID'S RC COLLEGE

### PERSON SPECIFICATION

**POST TITLE:** Assistant Site Manager

**GRADE:** Band 5

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>GCSE in Maths and English Grade C or above</li> </ul>	<ul style="list-style-type: none"> <li>Health &amp; Safety qualification</li> <li>First Aid certificate</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Previous employment experience in the management and/or maintenance of buildings.</li> <li>Experience of liaising with various stakeholders, such as contractors</li> <li>Experience of using ICT</li> <li>Experience of applying and updating agreed policies and procedures/systems of work</li> <li>Experience of using initiative to manage own workload and meet deadlines and working in a team</li> </ul>	<ul style="list-style-type: none"> <li>Previous employment experience in the management and or maintenance of a school.</li> <li>Experience of working around children,</li> <li>Experience of operating emergency procedures.</li> <li>Basic grounds maintenance experience.</li> <li>Experience of handling chemicals and hazardous material</li> <li>Experience of working within a progressive, rapidly changing environment.</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Knowledge, understanding and experience of building management systems</li> <li>DIY skills to undertake general building maintenance, minor repairs etc</li> <li>Ability to follow instructions, organise and prioritise workload and communicate effectively both verbally and in writing</li> <li>A good numeracy skills</li> <li>Ability to communicate and interact with a wide range of people</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Able to develop effective working relationships with adults and children</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>

	<ul style="list-style-type: none"> <li>• Good interpersonal skills, tact and awareness of the need for confidentiality</li> <li>• Able to work independently with minimum supervision</li> </ul>		
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Enhanced clearance from the Disclosure and Barring Service</li> <li>• A willingness to work unsocial hours.</li> <li>• A current full driving licence (held for a minimum of 2 years)</li> <li>• A commitment to Health and Safety principles</li> </ul>		<ul style="list-style-type: none"> <li>• DBS check</li> <li>• Driving Licence</li> </ul>