



St. Aidan's Church of England Primary School  
Person Specification Site Manager  
Grade E

Criteria	Essential	Desirable	How Identified A- Application R – Reference I - Interview
Application	<ul style="list-style-type: none"> <li>Written statement regarding experience, skills and suitability for the post.</li> <li>Fully supported references</li> </ul>		A, R
Education and Qualifications	<ul style="list-style-type: none"> <li>Basic literacy and numeracy skills</li> <li>Willingness to attend and complete courses relating to caretaking, health and safety (COSHH, IOSH) and safeguarding.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of recent training or qualifications which are relevant to the role.</li> </ul>	A, I
Experience	<ul style="list-style-type: none"> <li>DIY handyperson skills</li> <li>Commitment to and pride of standards of maintenance / cleanliness in previous roles.</li> <li>Knowledge of Appropriate Health &amp; Safety legislation.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of cleaning and caretaking duties.</li> <li>Experience of Health &amp; Safety in a school environment.</li> <li>Knowledge of the duties of a site manager in a school.</li> <li>Trade background.</li> </ul>	A, R, I
Skills and Abilities	<ul style="list-style-type: none"> <li>Ability to organise, prioritise and complete tasks effectively.</li> <li>Ability to work alone as well as part of the whole school team.</li> <li>Ability to follow instructions and use equipment safely.</li> <li>Be punctual and reliable.</li> <li>Be able to use own initiative.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Undertaking Risk Assessments.</li> <li>Knowledge of heating and security systems.</li> <li>Competent DIY skills and in the use of powered equipment.</li> <li>Ability to supervise staff and manage workload.</li> <li>Ability to use computer systems for communication / recording and training</li> </ul>	A, I, R



St. Aidan's Church of England Primary School  
Person Specification Site Manager  
Grade E

	<ul style="list-style-type: none"><li>• Ability to undertake general building and site maintenance and carry out minor repairs.</li><li>• Ability to carry out health &amp; safety checks and maintain logbooks / records.</li><li>• The ability to communicate effectively with pupils, parents, staff and members of the general public.</li></ul>	purposes.	
Personal Qualities	<ul style="list-style-type: none"><li>• An enthusiastic approach</li><li>• Trustworthy, reliable and hardworking.</li><li>• A proactive approach to work.</li><li>• Able to maintain discretion and confidentiality at all times.</li><li>• Be flexible</li></ul>		A, R, I