| **Essential** | **Desirable** | **Evidence** |
| --- | --- | --- |
| **Qualifications and experience** |
| * Appropriate qualification/s and/or significant experience in the field.
* Evidence of site management experience to support the day to day operation of an establishment/company within financial constraints.
* Experience of working with contractors.
* Experience of managing site projects and change.
* Experience of managing health and safety using online systems.
 | * Further or higher education qualification/s in related field/s.
* Experience of a relevant trade eg. Electrical, plumbing, construction
* Experience of working in a school or similar establishment.
* PAT testing certificate
* A D1 Licence or a willingness to obtain this.
 | Application formLetter of applicationReferencesInterviewsCertificate/s (to be available at interview) |
| **Knowledge and skills:** |
| * Ability to build and form good relationships with students, colleagues and other professionals.
* Ability to work constructively as part of a team, understanding school roles and responsibilities including own.
* Ability to improve own practice/knowledge through self-evaluation and learning from others.
* Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.
* Good standard of numeracy and literacy skills.
* Ability to absorb and understand a wide range of information and deal with confidential issues appropriately.
* Ability to operate a range of ICT equipment and other specialised resources.
* Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems.
* Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as health and safety, including COSHH.
 | * Working knowledge of establishing and reviewing development plans and risk assessments.
* Working knowledge of construction/building regulations.
* Working knowledge of stock control for cleaning materials, including the ordering process.
 | Application formLetter of applicationReferencesInterviews |
| **Personal qualities:** |
| * Initiative and ability to prioritise one’s own work.
* Able to follow direction and work in collaboration with line manager and leadership team.
* Able to work flexibly to meet deadlines and respond to unplanned situations.
* Efficient and meticulous in organisation.
* Ability to reach and bend, and to carry out some heavy lifting.
 |  | Application formLetter of applicationReferencesInterviews |

***SMART Multi Academy Trust is an exempt charity and company limited by guarantee registered in England with company number 10257723***

***The company's registered office is Wyndham Primary School, Montagu Avenue, Newcastle upon Tyne NE3 4SB***