



ST WILFRID'S RC COLLEGE

PERSON SPECIFICATION

POST TITLE: Assistant Site Manager

GRADE: Band 5

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	GCSE in Maths and English Grade C or above	- Health & Safety qualification - First Aid certificate	- Application form - Certificates
Work Experience	- Previous employment experience in the management and/or maintenance of buildings. - Experience of liaising with various stakeholders, such as contractors - Experience of using ICT - Experience of applying and updating agreed policies and procedures/systems of work - Experience of using initiative to manage own workload and meet deadlines and working in a team	- Previous employment experience in the management and or maintenance of a school. - Experience of working around children, - Experience of operating emergency procedures. - Basic grounds maintenance experience. - Experience of handling chemicals and hazardous material - Experience of working within a progressive, rapidly changing environment.	- Application form - Interview - References
Knowledge/ Skills/ Aptitudes	- Knowledge, understanding and experience of building management systems - DIY skills to undertake general building maintenance, minor repairs etc - Ability to follow instructions, organise and prioritise workload and communicate effectively both verbally and in writing - A good numeracy skills - Ability to communicate and interact with a wide range of people		- Interview - References
Disposition	Able to develop effective working relationships with adults and children		- Interview - References

	• Good interpersonal skills, tact and awareness of the need for confidentiality • Able to work independently with minimum supervision		
Circumstances	• Enhanced clearance from the Disclosure and Barring Service • A willingness to work unsocial hours. • A current full driving licence (held for a minimum of 2 years) • A commitment to Health and Safety principles		• DBS check • Driving Licence