



# Lingey House 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 in 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>Commitment to and pride of standards of maintenance/cleanliness in previous roles</li></ul>	<ul style="list-style-type: none"><li>Experience of cleaning and caretaking duties</li><li>Knowledge of the duties of a site manager in a school</li><li>Experience of undertaking risk assessments</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><li>Ability to undertake general building and site maintenance and carry out minor repairs</li><li>Ability to carry out health and safety checks and maintain log books/records</li><li>The ability to communicate effectively with pupils, parents, staff and members of the general public</li><li>Knowledge of appropriate health &amp; safety legislation</li></ul>	<ul style="list-style-type: none"><li>Knowledge of heating and security systems</li><li>Competent DIY skills and 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 purposes</li></ul>	A, I, R
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></ul>		A, R, I