

# EMMAVILLE PRIMARY SCHOOL

## PERSON SPECIFICATION – SITE MANAGER

CATEGORY	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<p>Good Standard of Education.</p> <p>Basic numeracy and literacy skills.</p>	
<b>Skills, Knowledge and Aptitude</b>	<p>Ability to perform routine property maintenance and repair tasks to a high standard.</p> <p>Hold a current valid driving license.</p> <p>Understand Health and Safety Regulations and Procedures.</p> <p>Knowledge of undertaking risk assessments.</p> <p>Knowledge on security of premises.</p> <p>A desire to learn and develop by actively improving yourself by developing new skills and knowledge and learning from past experiences.</p>	<p>Experience of managing a site.</p> <p>Experience of working in a facilities management setting.</p>
<b>Communication and Motivation</b>	<p>Ability to communicate ideas and information clearly, and in a way which helps people to understand the message.</p> <p>Ability to relate well to others and to work effectively as part of a team.</p> <p>Ability to work without close supervision and to organise own workload in order to achieve results.</p>	

	<p>Putting the needs of the school community first and providing excellent service.</p> <p>Punctual and reliable.</p>	
<b>Attributes</b>	<p>Honest and trustworthy.</p> <p>Flexible &amp; adaptable and been able to work effectively in a variety of different situations.</p> <p>Able to respond appropriately and to work under pressure.</p> <p>Pro-active and able to gain satisfaction from solving problems.</p> <p>Take pride in work done.</p> <p>Well presented in appearance.</p> <p>Be aware of confidentiality on school matters.</p>	