| **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 form  Letter of application  References  Interviews  Certificate/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 form  Letter of application  References  Interviews |
| **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 form  Letter of application  References  Interviews |

***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***