WIRRAL

Employee Specification Form

Post Number	E293/21/02
Job Title	Site Manager with cleaning responsibilities
Department	Sacred Heart Catholic Primary School
Prepared by and date	MG June 2025

Listed below are the **personal attributes** required to fulfil the duties listed in the Job Description (M03)

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications • Good numeracy/English/IT skills	App Form	• Trades relevant to the post	App
Experience • Ability to operate systems including heating, alarms etc after appropriate training • Delivering excellent customer service to internal and external customers	App Form/ Interview	• Experience of carrying out a schedule of checks and inspections • Experience of responsibility for the maintenance/security of a building • Experience of working in a school environment • Cleaning experience • Keyholding experience	App / Interview
Knowledge and skills • Excellent Communication and Interpersonal skills - the ability to work as part of a team and develop mutually respectful professional relationships with colleagues, parents, governors and the wider school community • D.I.Y/property maintenance skills	App/ interview	• Working knowledge of Health and Safety and Fire regulations and procedures for public buildings • Working knowledge of Safeguarding procedures • The ability to formulate and follow a planned maintenance and compliance schedule • Porterage • Ordering of materials and stock control	App form/ interview
Special Requirements • Flexibility of Hours - (eg locking up after late meetings as and when required. • Enjoyment of working with all ages of people, especially children • Reliable and Trustworthy • Able and willing to show initiative and problem solve • Commitment to Safeguarding through the ability to provide a caring, happy, safe and secure environment. • Ability to lone work • Ability to undertake regular physical tasks and manual handling after training	App form/ Interview	• Willingness to participate in the wider life of the school	Interview

Employee Specification Form

These notes should be studied carefully before completing the form overleaf.

List the personal attributes required to fulfil the duties listed in the job description.

They must be:
- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

Essential or Desirable
- Essential

Those requirements without which a candidate would be simply unable to do the job.
Any candidate who does not meet the essential requirements must be rejected.
Examples could be the possession of current driving licence or relevant qualification.

- Desirable

Those requirements which are desirable, but not essential.
A candidate should not be rejected for failing to meet any single desirable requirement.
Examples for certain jobs could be local government experience or knowledge of new technology.

Personal Attributes

- Qualifications

What qualifications, if any, should the postholder possess?
To what level
- Experience

What experience, if any, is relevant?
- Knowledge and Skills

Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?

Do not list attributes which cannot be measured, eg "pleasant personality", "flexible outlook". Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).
Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.

- Special Requirements

Are there any conditions of service which differ from the norm and with which the postholder must comply? eg live-in requirements, flexible working hours, weekend working.

Stage Identified
Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc