

Horn's Mill Primary School Grade 5 Site Manager Post Person Specification



	<i>Essential Criteria</i>	<i>Desirable Criteria</i>
EDUCATION AND TRAINING	<ul style="list-style-type: none"> • Good command of the English language • Basic computer skills – knowledge of Word, Excel, Email 	<ul style="list-style-type: none"> • Safeguarding training • COSHH • NEBOSH • City & Guilds Building & Maintenance, Electrical or equivalent
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> • Practical maintenance • Gardening • Planning how to resolve issues • Prioritising work • Working with other people 	<ul style="list-style-type: none"> • Experience of working in a school • Experience of managing premises or maintenance environment including grounds maintenance • Budgetary control • Maintaining and monitoring health and safety standards and procedures • Experience of managing staff (eg cleaners) • Experience of Health and Safety Policy and Procedure
JOB RELATED KNOWLEDGE	<ul style="list-style-type: none"> • Building, fire and health and safety regulations • Practical maintenance • Supervisory skills • Understanding of the tendering process • Identifying faults and knowing who to go to for repairs 	<ul style="list-style-type: none"> • Knowledge of plumbing and electrics • Understanding of local authority financial regulations and procedures • Experience of managing, monitoring and overseeing engineering systems (heating, water, asbestos)
SKILLS AND APTITUDES	<ul style="list-style-type: none"> • Ability to plan and timetable own work • A commitment and willingness to train and develop job related knowledge and skills. • A willingness and ability to work as part of a team. • To have a co-operative and flexible approach to work. • To share in our school's high expectations of children and adults. • Ability to work independently showing initiative. • Commitment to safeguard and promote the wellbeing of pupils. • Excellent communication with a range of agencies. 	
SCHOOL SPECIFIC	<ul style="list-style-type: none"> • A good sense of humour • Desire and ability to be involved in out of school community projects • The ability and commitment to add something to the school as a whole. • Excellent attendance and health record. • To be well organised and a good time keeper. 	<ul style="list-style-type: none"> • To be creative and have a willingness to contribute to school improvement ideas