

Employee Specification Form

Post Number	
Job Title	Site Manager
Department	Brackenwood Infant School
Prepared by and date	

Important - Study "Explanatory Notes" printed overleaf before completing form

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications and Training: - Basic health and safety awareness. - Knowledge of COSHH procedures. - Understanding of cleaning standards and safe working practices. - Numeracy and literacy skills sufficient to maintain records.	App/Int App/Int App/Int App/Int	- Relevant training in health and safety or premises management. - Trade or maintenance experience (plumbing, decorating, general repairs). - Safeguarding training.	App App App
Experience - Experience of general maintenance tasks. - Experience of working safely and following procedures. - Experience of cleaning and use of cleaning products. - Experience of working with contractors or external services.	App/Int App/Int App/Int App/Int	- Experience working in a school environment. - Experience supervising or coordinating cleaning staff.	App/Int App
Knowledge and skills - Knowledge of Health & Safety at Work act - Knowledge of security systems and procedures - Knowledge of maintaining school's equipment - Skills in plumbing, joinery, painting to a DIY standard. - Ability to carryout heavy lifting. Knowledge of manual handling - Ability to communicate politely and work with persons at all levels. - Full, clean driving licence with appropriate insurance	App/Int App/Int App/Int App/Int App/Int App/Int App/Int	- Ordering of materials and stock control - Knowledge of using electronic reporting system for repairs and services	App App/Int

Special Requirements • A commitment to safeguarding all young people. • Ability to relate well to children and adults. • Willingness to continue professional development and continual improvement. • Commitment to maintaining high standards and expectations. • A commitment to the vision, values and aims of the school • Ability to respond to school based emergencies including security issues out of normal working hours. • Ability to use initiative. • Flexibility	App/Int Int App/Int App/Int App/Int Int App/Int	• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. • To have a positive “can do” attitude that is infectious. • To demonstrate excellent interpersonal skills. • To be a team player. This position needs to be able to work well with the Schools Senior Leadership Team, Governors and other departmental managers.	Int Int Int App/Int
---	--	--	--

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

Personal Attributes

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

- 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?

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.

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