



St Joseph's Catholic Primary School

**Person Specification
School Site Manager**

Attribute	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Working as part of a team. • Experience of building maintenance and / or routine site inspections. • Experience of working with external contractors. 	<ul style="list-style-type: none"> • Experience in a school environment
Practical Skills	<ul style="list-style-type: none"> • Ability to prioritise workload. • Ability to manage time effectively. • A flexible and versatile approach to working arrangements. • Well organised and tidy. • Ability to maintain confidentiality and work with discretion. • DIY skills 	<ul style="list-style-type: none"> • Working knowledge of Microsoft Word and Excel • Knowledge of smartlog
Communication	<ul style="list-style-type: none"> • A high standard of written and spoken English. • Ability to communicate effectively both written and verbal requests and information. • Ability to deal with colleagues, pupils, parents, members of the public, outside agencies, in a professional and confident manner by letter, e-mail, phone or face to face. 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to empathise with the needs of parents, pupils, visitors and staff. • Personable, friendly nature. • Team player. • Trustworthy. • Able to use own initiative appropriately. 	
Education and Training	<ul style="list-style-type: none"> • GCSE or equivalent level. • Basic understanding of health & safety procedures, risk assessments and COSHH. 	<ul style="list-style-type: none"> • General health and safety training certificate. • Health & safety training specific to key aspects of the role. eg working at height / Fire log book training.