

Person Specification Site Manager

Job title: Site Manager **Ealing GLPC Grade:** Scale 7
School: Montpelier Primary School
Line manager: School Business Manager / Headteachers
37.5 hours per week plus planned overtime as required.
Hours: 7.30 a.m. to 4.00 p.m. with one hour unpaid lunch.
Out of hours emergency site contact and keyholding

This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements.

Essential Requirements

Knowledge, and understanding

- a) How UK health and safety regulations apply to the school and how to implement the school's health and safety policy and protocols
- b) The range of site and equipment compliance to which schools must adhere.
- c) The purposes behind the supervision and security duties as outlined in the job description.
- d) How equal opportunities policies impact on the school.
- e) The implications of the Disabilities Discrimination Act for schools.
- f) A clear understanding of how to promote and safeguard the welfare of children and young people within the school.

Skills

- g) The ability to comprehend and to communicate effectively in English, both through speaking and in writing to a variety of audiences.
- h) To have satisfactory maths skills sufficient to be able to place orders, take measurements etc.
- i) To be able to effectively carry out minor repairs as identified in the job description.
- j) To have a good level of DIY knowledge and ability including correct and safe use of tools and materials.
- k) To be prepared to competently carry out general painting and decorating tasks as required.
- l) To develop, document and maintain a work routine that systematically covers all aspects of the job description.
- m) To be systematic in keeping appropriate electronic and manual records as necessary.
- n) To be able to liaise effectively in person, by phone and by email as necessary with contractors to ensure that works are carried out in an effective and timely way.

Personal Qualities

- o) The ability to work with minimal supervision and to given timescales.
- p) The ability to relate to and positively show respect to all members of the school and wider community.
- q) The ability to deal successfully with situations that may include conflict resolution.
- r) A good work attendance record.
- s) A commitment and proactive approach to further professional training and development.
- t) Be DBS checked and cleared

Prepared by: _____ **Date** / /
Agreed by: _____ **Date** / /