

Person Specification

Job Title:	Site Manager	Job Number:	
Directorate:	Children, Learning and Young People	Post Number:	
Service:	Services for Schools	Grade:	
Location:	Allesley Primary School		

	Job Requirements
Knowledge:	<ul style="list-style-type: none"> • General knowledge of cleaning activities, janitorial/security duties and basic handyperson skills. • Health and Safety issues. • Janitorial issues in accordance with Health and Safety considerations and emergencies.
Skills and Abilities:	<ul style="list-style-type: none"> • Able to liaise and communicate effectively with other staff on an interpersonal level with pupils, staff, parents and other visitors in a friendly way, and in respect of duties to be performed and deadlines to be met. • Numeracy skills to check stock levels, deliveries and measure areas. • Cash handling skills to undertake basic shopping for materials. • Able to complete forms, read instructions, write basic reports/messages for the Head Teacher/School Business Manager. • Able to use the telephone to process queries/complaints, pass on and receive information, in a friendly manner, to and from other departments. • Able to follow recognised and agreed procedures and regulations in respect of duties to be performed regarding ordering stores, lettings, heating, cleaning. • Able to move/lift equipment/objects, clear sites, and undertake general manual tasks. • Able to undertake general tasks not requiring skilled trade qualifications, eg. plumbing, basic electrics, building, plastering, painting, gardening, carpentry and glazing. • Able to drive and must hold a clean full driving licence • Able to identify areas where repairs/cleaning is required and is not to the standard expected. • Able to assimilate information re equipment and the need to operate it, such as cleaning equipment. • Able to prioritise work in liaison with the School Business Manager/Headteacher • Able to line manager a small team of site staff.

Experience:	<ul style="list-style-type: none"> • Background of industrial or school environment which highlights craftsman, machinist, maintenance, labouring or similar level.
Educational:	
Special Requirements:	<ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment. • Must be willing to drive the school's mini bus (picking up and dropping off the bus from a different site) • Must be willing to be flexible. • Must be willing to open and close the school for lettings in the evenings or holidays as required. • Must be willing to become involved in the life of the school. • Must be willing to attend on alarm call outs. • Must be willing to work in a multi-cultural setting. • Must be willing to recognise the importance of confidentiality. • Must be sympathetic to the community use of premises. • Must be willing to lift/move objects or undertake hygiene tasks such as cleaning.

Reviewed: June 2021

Updated: