

# Person Specification

<b>Job Title:</b>	Site Services Manager	<b>Job Number:</b>	L3030D
<b>Directorate:</b>	People	<b>Post Number:</b>	
<b>Service:</b>	Services for Schools	<b>Grade:</b>	5
<b>Location:</b>	John Gulson Primary School		

Area	Description
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Knowledge:	<ul style="list-style-type: none"> <li>General knowledge required regarding Health and Safety in a school environment.</li> </ul>
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Skills and Abilities:	<ul style="list-style-type: none"> <li>Able to liaise and communicate effectively with other staff on an interpersonal level in respect of duties to be performed and deadlines to be met.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to complete forms, read instructions, write basic reports/messages for Headteacher, including record keeping.</li> </ul>
	<ul style="list-style-type: none"> <li>Numerical skills to check stock levels/deliveries/measure areas.</li> </ul>
	<ul style="list-style-type: none"> <li>Cash handling skills to undertake basic shopping for materials.</li> </ul>
	<ul style="list-style-type: none"> <li>Flexibility in carrying out tasks and work planning.</li> </ul>
	<ul style="list-style-type: none"> <li>Approachability in dealing with staff and requests.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to accept instructions from supervisors identified.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to use the telephone to process queries/complaints, pass on and receive information in an assertive but friendly manner to firms/other departments, recognising the importance of confidentiality.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to liaise/communicate effectively on an interpersonal level with pupils, users, parents and other visitors in a friendly way.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to follow recognised/agree procedures and regulations in respect of duties to be performed on ordering/stories, lettings, heating, cleaning, janitorial issues in accordance with Health and Safety considerations and emergencies.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to lift/move equipment/objects, clear site, undertake general manual and hygienic tasks such as cleaning.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to undertake general handyperson tasks not requiring skilled tradesperson on plumbing, electrical (not related to main circuitry) building/plastering, carpentry, glazing.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to identify areas where repair/cleaning is required and is not up to the standard expected.</li> </ul>

Skills and Abilities (continued):	<ul style="list-style-type: none"> <li>• Able to work on own initiative where appropriate.</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to assimilate information on equipment and how to operate it.</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to become involved in the life of the school and work with staff and children in a multi-cultural setting in the achievement of the school's aims.</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to manage alarm call outs/work split shifts.</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to prioritise work and shift focus at short notice.</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to accept potential for inconvenience caused by community use/call outs.</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to undertake lettings, both in term time and out of term time.</li> </ul>

Experience:	<ul style="list-style-type: none"> <li>• Background of industrial environment or school or similar environment at craftsperson/machinist/maintenance/or similar level.</li> </ul>
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Educational:	<ul style="list-style-type: none"> <li>• Sound literacy and numeracy skills.</li> </ul>
	<ul style="list-style-type: none"> <li>• Willingness to undertake further job-related training.</li> </ul>

Special Requirements:	
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**Date Reviewed:**                      **September 2020**

**Updated:**