



REDWOOD PRIMARY SCHOOL
PERSON SPECIFICATION
SITE MANAGER

	Essential	Desirable	Evidence
Experience			
Previous experience working with premises	✓		A/I
Understanding of workplace regulations such as Health & Safety, Risk Assessments, COSHH , Legionella etc...	✓		A/I
Understanding of workplace regulations in relation to Asbestos Management	✓		A/I
Experience of completing basic repairs, maintenance and DIY	✓		A/I
Experience of managing a team of staff		✓	A/I
Evidence of on-going professional development		✓	A/I
Qualifications			
Recognised qualification associated with premises management or relevant trade qualification		✓	A
Recent training associated with premises management or relevant trade		✓	A/I
GCSE grade C or above including both English and Maths or equivalent experience	✓		A
Experience of the operation of administrative systems (including using MS Word & Excel)	✓		A
Knowledge			
Understanding of child protection and safeguarding procedures		✓	A/I
Understanding of issues relating to equal opportunities		✓	A/I
Understanding of school premises regulations and school policies		✓	A/I
Personal Qualities			

Ability to work under pressure	✓		A/I
Excellent organisational skills	✓		A/I
Able to form and maintain appropriate professional relationships with pupils, staff, governors, parents, contractors and others involved in the smooth running of the school.	✓		A/I
Able to perform the physical tasks associated with this post e.g. lifting, carrying, moving and operating equipment, working at heights	✓		A/I
Ability to work as part of a team or individually	✓		A/I
Ability to cascade information to other staff	✓		A/I
Have a flexible approach to tasks and working hours	✓		A/I
Ability to adhere to school policies and other procedures to provide a safe and secure environment	✓		A/I
Ability to manage time effectively and carry out relevant regular checks and planned programs of work.	✓		A/I
An interest in participating in wider school activities to further develop links with the school community		✓	A/I