

**ST ANDREW'S CE (VA) INFANT AND JUNIOR SCHOOLS FEDERATION**  
**Person Specification – Site Manager Scale 5 (pts 12-17)**

Criteria	Essential (E) Desirable (D)	Method of Assessment Application (A) Interview (I) References (R) Observation (O)
<b>Qualifications &amp; Training</b>		
A reasonable standard of basic literacy and numeracy skills	E	A
Basic ICT skills with experience of using a PC or tablet	E	A
Trade qualification	D	A
Qualifications or formal training relating to any aspect of the job description eg moving and handling, COSHH, working at heights, health & safety, fire safety, buildings maintenance etc.	D	A
<b>Experience</b>		
Experience of working in a team	E	A/I
Experience of responsibility for budgets and quotation processes	E	A/I
Experience of supervising staff and contractors	E	A/I
Experience of working within a cleaning environment	D	A/I
Experience of line managing the work of others	D	A/I
Handyperson/ site maintenance experience in a school or similar environment	D	A/I
Experience of organising work tasks and duties to meet appropriate service standards, eg cleaning routines and control stocks of cleaning materials	D	A/I
<b>Knowledge and skills</b>		
Ability to carry out basic repairs and maintenance tasks	E	A/I
Ability to communicate effectively to people both in person and on the telephone	E	A/I
Ability to move furniture and carry out some lifting eg deliveries	E	A/I
Awareness and understanding of basic safety and security measures	E	A/I
Working knowledge of relevant policies/ codes of practice/ legislation	D	A/I
Knowledge of Health & Safety procedures and precautions	D	A/I
Knowledge of COSHH regulations	D	A/I
Knowledge of health and hygiene procedures	D	A/I
Knowledge of moving and handling procedures	D	A/I
Knowledge of basic fire regulation requirements	D	A/I
<b>Initiative</b>		
Ability to prioritise and organise own workload and work unsupervised	E	A/I/R
Ability to build positive relationships with children, colleagues, parents and outside agencies	E	A/I/R
Ability to present a positive personal image, contributing to a welcoming school environment	E	A/I/R
Ability to follow Health and Safety guidelines and school safeguarding procedures	E	A/I/R

Criteria	Essential (E) Desirable (D)	Method of Assessment Application (A) Interview (I) References (R) Observation (O)
A willingness to support the Christian ethos of the school and the school's equality objectives	E	A/I
<b>Circumstances</b>		
Ability to be flexible regarding hours of work to support school events in the evenings and at weekends	E	A/I
Commitment to own personal training and development as required	E	A/I
Full driving licence and use of own vehicle	D	A/I
Lives within reasonable travelling distance of school (for emergency call outs)	D	A/I

(E) – essential criteria (candidates must demonstrate that they have the ability to fulfil these aspects of the job description on day 1 of the post and without any additional training)

(D) – desirable criteria (the candidate must demonstrate the ability to be able to fulfil the desirable criteria of the post, with training and support)

All candidates will be short listed against the essential criteria. Only those candidates whose written application fulfils the requirements of the essential criteria will be shortlisted for interview. If a large number of candidates meet all the essential criteria, the panel will then consider the desirable criteria within the job specification.