

Qualifications	Essential/ Desirable
Good numeracy and literacy skills with an ability to keep accurate records	E
Willingness to gain First Aid Certificate.	E
A full, valid Driving Licence.	E
Experience	
Experience of caretaking or being a site-keeper in a school or similar environment.	D
Handy person or DIY experience to undertake general building maintenance and minor repairs, including the use of associated hand and power tools.	E
Experience of supervising staff, giving instructions, and ensuring tasks have been completed to deadlines and required standards.	E
Knowledge of moving and handling procedures and an ability to carry out tasks with regard to Health and Safety procedures	E
Experience of monitoring external contractors/specifications.	E
Experience of communicating and exchanging information with a range of audiences.	E
Skills and Aptitudes	
Problem solving skills and ability to use judgement to interpret information and make recommendations/decisions for action.	E
Organisational skills to prioritise own work and that of team members, to work to deadlines and to work on own initiative.	E
ICT skills to enter data into a computer, keep straightforward records and read/send emails etc.	E
Ability to respond calmly to emergencies.	E

Person Specification- Site Manager

Ability to undertake some tasks which need some physical effort and fitness appropriate to the duty, including being able to work at heights (after training).	E
Knowledge of a range of health & safety procedures, e.g. COSHH, including moving, lifting and handling regulations.	E
Knowledge of a range of cleaning procedures required to meet specified standards and ability to keep the school site clean and tidy.	E
Understanding and recognition of the importance of ensuring a secure and safe environment for children and young people.	E
Understanding the importance of safeguarding and confidentiality protect pupils.	E
Special Requirements	
Ability to be the main key holder on occasions and attend to "call outs" outside normal working hours.	E
The flexibility to adapt to changing workload demands and new organisational challenges.	E
To contribute to the Catholic ethos of the school.	E
Enhanced clearance with the Disclosure and Barring Service (DBS) and Preemployment Occupational Health Questionnaire.	E
Tact and diplomacy in all interpersonal relationships with the public and colleagues at work.	E