Person Specification for the role of Assistant Site Manager

Attributes	Requirements	Essential	Desirable
Qualifications & Trainings	Qualifications showing a good standard of basic literacy and numeracy	✓	
	A Level 2 Technical Certificate in Joinery		✓
	A Level 2 Technical certificate in plumbing		✓
	A Health & Safety Qualification		✓
Knowledge , Skills and Experience	Good knowledge of using a computer/ IT equipment	✓	
	Have practical knowledge of building and machinery maintenance	✓	
	Experience in undertaking building repairs, basic DIY, or general maintenance work	✓	
	Skills in the joinery and/or plumbing trade	✓	
	Experience in contributing to the security of a building (e.g. key holding, alarms etc.)	✓	
	The ability to assess and complete queries using a Helpdesk System	✓	
	Previous experience working in an Educational environment as a Maintenance assistant or similar role		✓
	Knowledge and understanding of Health & Safety issues and legislations		✓
	Experience in contributing to the security of a building (e.g. key holding, alarms etc.)		✓
	Experience operating fire and intruder alarm systems		✓
Personal & Profession alSkills & Attributes	An excellent team player, helpful, friendly and flexible	✓	
	Availability and willingness to work an alternating early/late shift pattern (6:45am start or 7:00pm finish) and undertake overtime for evening and weekend school events or external bookings	✓	
	Able to self-direct, take initiative and work independently	✓	
	The ability to efficiently prioritise and complete given tasks to manage work-flow	✓	
	Ability to establish positive relationships with a wide range of people	✓	
	Supportive of the school's excellent staff attendance and punctuality record	✓	
	Willingness to adopt new working practices and adapt to change	✓	
	Honesty and integrity	✓	
Other	Commitment to equality of opportunity and the safeguarding and welfare of all students	✓	
	Committed to promoting the ethos of the school	✓	
	Commitment to own Continuing Professional Development and progression	✓	
	Willingness to attend any relevant training opportunities such as Safeguarding and Child Protection training	✓	
	Willingness to undertake mandatory training in Health & Safety, COSHH, safe lifting, manual handling, access, and equipment usage	✓	
	This post is subject to an enhanced Disclosure and Barring Service check	✓	
	Right to work in the UK	✓	
	Possess a Full UK clean Driving License		✓