**LATYMER ALL SAINTS CE PRIMARY SCHOOL**

**ASSISTANT SITE MANAGER - PERSON SPECIFICATION**

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| **Education/ Experience/ Training** | **Essential**  | **Desirable**  |
| 1. | Good communication skills – both written and verbally  | Educated to GCSE standard in Maths & Literacy  |
| 2. | Proven experience in building maintenance/management  | Previous experience in building maintenance/management in a school setting |
| 3. | Proven experience in grounds maintenance |  |
| 4 | Experience in various aspects of DIY, to include carpentry, painting, decorating, basic plumbing etc |  |
| 5. | Experience of liaising with contractors and outside agencies | Liaising with contractors and outside agencies in relation to safeguarding in a school setting |
| 6. | Willingness to work unsocial hours if necessary |  |
| 7. | Proven ability in following instructions and adhering to working procedures and policies. |  |
| 8. | Proven ability of working effectively within a team. |  |
| 9. | Knowledge and understanding of health & safety requirements in relation to childcare settings |  |
| 10. | Knowledge/experience of applying COSHH in the workplace |  |
| 11. | Flexible approach to working evenings and weekends to cover lettings and other activities when required.  |  |
| 12. | Ability to carry out admin tasks such as stock taking, completing forms etc |  |
| 13. | Knowledge/ Experience in dealing with emergencies within a work setting  | Experience of dealing with emergencies within a school setting |
| 14. | Ability to demonstrate initiative including prioritising own workload |  |
| **Commitment to the promotion of Equal Opportunities & Safeguarding** | **Essential** | **Desirable** |
| 15. | Knowledge of Equal Opportunities within a work setting |  |
| 16. | Understanding of Safeguarding procedures within a school setting and ability to follow procedures & policies |  |