



Dorridge Primary School

Person Specification – Site Manager

	Essential Criteria	Desirable Criteria	Measured by
Education and Qualifications	<p>5 GCSEs to include Maths & English with a minimum of Grade 5/C</p> <p>A willingness to undergo future training and development.</p> <p>Health & Safety Training e.g. asbestos management, manual handling, COSHH etc.</p>	<p>Qualifications in any trades relevant to the post.</p> <p>First Aid qualification</p> <p>Health & Safety Management, e.g IOSH or NEBOSH</p> <p>IPAF, PASMA or MiDAS</p>	<p>Application</p> <p>Certificates</p>
Skills and Abilities	<p>Be self-motivated and demonstrate an ability to work on own initiative.</p> <p>Organisational skills for paperwork and records, storage of items and people.</p> <p>Ability to carry out manual handling and other physical tasks</p> <p>Good communication skills with the ability to talk with school staff, students, parents and contractors.</p> <p>Flexibility to work shifts and be on call.</p> <p>Proficient understanding of Microsoft Word, Excel, emails and internet use.</p> <p>Understanding of maintenance, trades and processes to complete works.</p>	<p>Construction / building skills. e.g., plumbing, carpentry, ground works, plastering etc.</p> <p>Additional skills and interests which would be of benefit to the school</p> <p>D1 classification driving licence – not essential.</p>	<p>Application/ Interview</p>

Experience	<p>Efficient use of budgets, prioritising resources to achieve goals.</p> <p>Managing people and setting objectives for performance management.</p> <p>Confidence in trying new tasks or challenges to improve service or skills.</p> <p>Procuring services, appointing and overseeing delivery.</p> <p>Experience of maintenance work, 'handyman', DIY skills as part of working in a maintenance role.</p> <p>Experienced power tool use.</p>	<p>Experience of working in an education or public sector organisation.</p> <p>Key holding / call out experience</p> <p>Challenging people to operate correctly and holding people to account when not.</p>	<p>Application/ Interview</p>
Knowledge	<p>Strong knowledge of relevant Health & Safety legislation relative to the post.</p>	<p>Incident investigation process and procedures.</p>	<p>Application/ Interview</p>
Other Requirements	<p>Reliable and enthusiastic towards work.</p> <p>Flexibility towards working patterns.</p> <p>Team-player.</p>	<p>A full, clean driving licence, held for more than 3 years.</p>	<p>Interview</p>