



St Anthony of Padua Catholic Primary School Site Manager Person Specification



Qualifications

- Vocational qualification, NVQ (or equiv.) in a relevant discipline would be beneficial.
- A good level of literacy and numeracy (to GCSE level, or equivalent).
- Health and Safety, COSHH, ladders and manual handling training is desirable, but can be provided if necessary.

Experience

- Maintaining buildings and equipment.
- Use of cleaning and maintenance equipment.
- Working as part of a team and using own initiative.
- Following Health and Safety guidelines.

Knowledge and Understanding

- Good communication skills, both verbally and in writing.
- Able to meet deadlines and work to a tight schedule.
- Able to manage own work effectively.
- Safe working procedures with regard to chemicals, plant and machinery.
- A range of handyperson skills would be beneficial.
- The successful candidate must be flexible with working hours, well organised and highly motivated.

Skills and Abilities

- Committed to safeguarding, the welfare of all children, and understanding that child protection is the duty of every individual
- Dedicated to the success of children, colleagues, the School and themselves
- Can successfully lead and manage a team and can work effectively as part of a team
- Innovative and clear thinking
- Works well under pressure
- Has a 'can do' approach
- Flexible, energetic, adaptable and has the ability to use initiative
- Can prioritise and organise own work and the work of others
- Has excellent interpersonal skills
- Communicates clearly