

Person Specification for Site Manager/Caretaker

	ESSENTIAL	DESIRABLE
Qualifications & Experience	• Literacy and numeracy skills • IT skills • Willingness to participate in on-going professional development and undertake additional training as and when required (eg Health and Safety, Premises, First Aid) • Experience in a similar working environment	• GCSE English and Maths (Grade C) • Health and Safety qualification • Premises qualifications • First Aid qualification • Experience of working within the education sector
Knowledge & Skills	• Understanding of Health and Safety regulations • Clear communication skills • Good concentration skills • Able to manage multiple tasks and respond to emergencies effectively	• Knowledge of Health and Safety requirements in a school environment • Full driving licence
Abilities & Aptitudes	• Ability to work to deadlines • Ability to work as part of a team but also independently • Ability to follow guidance and instructions • Evidence of excellent attendance and punctuality • Able to meet the physical requirements of the role • Able to work on own initiative and be self-motivated • Able to form and maintain appropriate professional relationships with staff, children, parents and visitors • Recognition of the importance of personal responsibility for Health and Safety and Equality and Diversity	• Ability to relate to children and young people in a supportive and sensitive manner
Personal Qualities	• A positive 'can do' approach • Willingness to be flexible • Enthusiastic • Reliable	
Suitability to work with children	• Responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with • Not barred from working with children.	• A knowledge and understanding of the welfare and social needs of children

Your suitability for the post will be assessed through your application form, your interview and your references