

Person Specification – Site Manager

	Essential	Desirable
Job related knowledge, aptitudes & skills	<ul style="list-style-type: none"> • Be able to work effectively with others as a member of a team • Have experience of, and reasonable proficiency in, DIY • Show a willingness to be flexible about working arrangements; some evening and weekend lettings require caretaking • Have the ability to prioritise tasks effectively • Be security conscious – the caretaker is responsible for the security of the school • Understand the importance of Health & Safety, maintaining servicing / maintenance records • Be able to identify maintenance issues and find the most cost effective solutions to rectify problems 	<ul style="list-style-type: none"> • Have an understanding of the role of the school caretaker • Experience of supervising the work of others (the senior caretaker supervises the assistant caretaker) • Have a working knowledge of COSHH
Equal Opportunities	<ul style="list-style-type: none"> • Show an understanding of and commitment to equality of opportunity 	
Personal Qualities	<ul style="list-style-type: none"> • Be able to work on his / her own initiative • Have good communication skills • Show diplomacy and a maturity of approach. • Show integrity and confidentiality. • Have the ability to remain calm in all situations. • Demonstrate a commitment to teamwork • Have a sense of humour. 	