

### ST WILFRID’S RC COLLEGE

**PERSON SPECIFICATION**

**POST TITLE:** Assistant Site Manager

**GRADE:** Band 5

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|  | **ESSENTIAL** | **DESIRABLE** | METHOD OF ASSESSMENT |
| **Educational Attainment** |

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| * GCSE in Maths and English Grade C or above
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 | * Health & Safety qualification
* First Aid certificate
 | * Application form
* Certificates
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| **Work Experience** | * Previous employment experience in the management and/or maintenance of buildings.
* Experience of liaising with various stakeholders, such as contractors
* Experience of using ICT
* Experience of applying and updating agreed policies and procedures/systems of work
* Experience of using initiative to manage own workload and meet deadlines and working in a team
 | * Previous employment experience in the management and or maintenance of a school.
* Experience of working around children,
* Experience of operating emergency procedures.
* Basic grounds maintenance experience.
* Experience of handling chemicals and hazardous material
* Experience of working within a progressive, rapidly changing environment.
 | * Application form
* Interview
* References
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| **Knowledge/****Skills/****Aptitudes** | * Knowledge, understanding and experience of building management systems
* DIY skills to undertake general building maintenance, minor repairs etc
* Ability to follow instructions, organise and prioritise workload and communicate effectively both verbally and in writing
* A good numeracy skills
* Ability to communicate and

interact with a wide range of people |  | * Interview
* References
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| **Disposition** | * Able to develop effective working relationships with adults and children
* Good interpersonal skills, tact and awareness of the need for confidentiality
* Able to work independently with minimum supervision
 |  | * Interview
* References
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| **Circumstances** | * Enhanced clearance from the Disclosure and Barring Service
* A willingness to work unsocial hours.
* A current full driving licence (held for a minimum of 2 years)
* A commitment to Health and Safety principles
 |   | * DBS check
* Driving Licence
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