

### 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** | |  | | --- | | * GCSE in Maths and English Grade C or above | | * Health & Safety qualification * First Aid certificate | * Application form * Certificates |
| **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 |
| **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 |
| **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 |
| **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 |