



ST WILFRID'S RC COLLEGE

PERSON SPECIFICATION

POST TITLE: Assistant Site Manager

GRADE: Band 5

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none"> GCSE in Maths and English Grade 4 or above, or equivalent 	<ul style="list-style-type: none"> Health & Safety qualification First Aid certificate 	<ul style="list-style-type: none"> Application form Certificates
Work Experience	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Application form Interview References
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> 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 		<ul style="list-style-type: none"> Interview References
Disposition	<ul style="list-style-type: none"> Able to develop effective working relationships with adults and children 		<ul style="list-style-type: none"> Interview References

	<ul style="list-style-type: none"> • Good interpersonal skills, tact and awareness of the need for confidentiality • Able to work independently with minimum supervision 		
Circumstances	<ul style="list-style-type: none"> • 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 		<ul style="list-style-type: none"> • DBS check • Driving Licence