

Hadley Wood Primary School
Person Specification
Post Title: Site Manager



	Essential	Desirable
Qualifications		
Basic training and/or sound experience in one or more of the following: general maintenance, plumbing, electrical/building maintenance, heating systems, grounds work	✓	
NVQ2 in caretaking (or equivalent discipline e.g. plumbing, construction, facilities management)		✓
Evidence of up to date Health & Safety Training		✓
Full driving licence		✓
Experience		
Experience of working alongside people as part of a team	✓	
Experience of primary school caretaking or site management		✓
Experience of working with contractors		✓
Experience of relevant trade e.g. electrical, plumbing, construction garden maintenance/landscaping	✓	
Skills & Knowledge		
Knowledge of relevant H&S policies/code of practice/legislations including Risk assessments, COSHH, manual handling procedures and precautions		✓
Knowledge of fire safety legislation		✓
Knowledge of security systems	✓	
Knowledge of heating and boiler systems	✓	
Able to carry out site inspections / health and safety checks and maintain records / documentation provided	✓	
Able to use a range of basic tools, machinery and equipment	✓	
Able to carry out DIY and handyperson general repairs without guidance	✓	
Ability to lift and carry items	✓	
Ability to work at heights (roof access will be required)	✓	
Ability to manage COSHH (and Chemdoc)	✓	
Plumbing / joinery skills	✓	
Personal Qualities		
Work effectively both independently and a part of a team	✓	
Ability to manage own work effectively by prioritising, planning for and meeting deadlines	✓	
Consistently reflects the highest levels of professionalism as a role model at all times and demonstrates the school's aims and values at all times.	✓	
Willingness to work outside of school hours if needed (occasional weekend work)	✓	
Ability to use own initiative and manage work load effectively	✓	
Computer literate		✓
Good written and verbal communication skills	✓	
Ability to practise equal opportunities in all aspects of the role and around the work place in line with policy.	✓	
Is committed to their own professional development.	✓	