



**Preston Primary Academy Trust
Person Specification Site Manager**

	Essential We are looking for someone who has:	Desirable It would be great if you also have:
Professional qualifications	<ul style="list-style-type: none"> • Basic training and/or sound experience in one or more of the following: general maintenance, plumbing, electrical/building maintenance, heating systems, grounds work • Computer literate with good working knowledge of ICT including using the internet and Microsoft office suite 	<ul style="list-style-type: none"> • Have worked in an environment using similar skills • Experience or expertise in DIY • Relevant qualification or training in First Aid and/or Health and Safety • AMP knowledge
Professional experience	<ul style="list-style-type: none"> • An understanding that the needs and safety of the children and staff are of prime concern • Work effectively both independently and as part of a team • An awareness of the need for strict hygiene and cleaning standards • Experience of taking responsibility for the security of a building • Experience of managing COSHH 	<ul style="list-style-type: none"> • Experience of primary school caretaking • Working in a school environment/site management
Professional knowledge and expertise	<ul style="list-style-type: none"> • Good organisational skills • Ability to prioritise, plan, schedule and meet deadlines and evaluate work • Ability to be proactive and work on own initiative and manage own workload, within a budget • Ability to manage a small team • Commitment to the security and wellbeing of the school • A willingness to undertake as necessary training in all aspects of the job including health and safety • Good written and verbal communication skills • Ability to drive and hold a clean driving license • Ability to carry out minor DIY work 	<ul style="list-style-type: none"> • Experience of security systems • Some evidence of administration skills e.g. Record keeping, time sheets etc. • Knowledge and experience of Health and Safety regulations
Personal Qualities	<ul style="list-style-type: none"> • Enthusiasm • Flexibility 	<ul style="list-style-type: none"> • An interest in professional self-development

	<ul style="list-style-type: none"> • To be a proactive member of the school community • Hard-working • Common sense and initiative • Ability and commitment to contribute fully to the tasks in school • To uphold the ethos of our school • Fit and able to carry out duties • Ability to work at high levels with appropriate equipment • Ability to deal with some manual handling 	<ul style="list-style-type: none"> • A willingness to contribute to the wider life of the school
References	<ul style="list-style-type: none"> • Positive recommendation in professional references • Satisfactory health and attendance record 	