SAINT GEORGE CATHOLIC COLLEGE

GENERIC PERSON SPECIFICATION

POST: ASSISTANT SITE MANAGER – GRADE 6

SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
KNOWLEDGE			
A broad understanding of Health and Safety Regulations and practical experience of Safe Working Procedures and Risk Assessments.	To create and maintain a safe, secure and clean premises and school environment during and out of school hours. To ensure inspections, drills, alarm tests and risk assessments are carried out to agreed schedule. To ensure utilities, equipment and appliances are operating correctly, and faults / repairs are dealt with promptly in line with agreed procedures.	Desirable, although training will be given,	4
Broad, practical experience of building maintenance, minor repair work and decorating.	To ensure that the school site is maintained to a high standard. To carry out minor repairs and upkeep (e.g. changing of light bulbs; clearing drains; removing litter) and undertake/oversee a rolling programme of internal redecoration.	Now	5
Administrative skills/experience	To maintain inspection and Fire Drill records in line with school administrative processes.	Some ability/experience now	3

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MENTAL SKILLS Ability to use own judgement.	To solve routine problems within the scope of the role and within the post-holder's competence.	With support	4
INTERPERSONAL & COMMUNICATION SKILLS Ability to communicate information and ideas effectively.	To develop and maintain effective working relationships with colleagues, pupils and "partners" of the school (Parents, Governors, Visitors).	Now	3
PHYSICAL SKILLS	Dexterity required to change light bulbs, painting, fixing furniture.		
INITIATIVE & INDEPENDENCE Ability to work on own initiative and to organise/prioritise own workload and that of the team.	To work independently and to make decisions on day-to-day issues without recourse to line manager.	Now, with support	4
PHYSICAL DEMANDS Reasonable level of physical fitness	To carry out repairs and maintenance to the school premises and grounds. To move furniture to prepare school for functions and events.	Now	5

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MENTAL DEMANDS Ability to concentrate for short/medium periods of time. Ability to deal with conflicting priorities and cope with pressure.	To carry out health and safety assessments. To carry out repairs and maintenance duties. To manage interruptions and to meet deadlines.	Now Now, with support	5 4
EMOTIONAL DEMANDS Occasional			
RESPONSIBILITY FOR PEOPLE Understanding of key safeguarding issues and procedures.	To ensure correct reporting and monitoring of any safeguarding issues arising across the school. To maintain appropriate levels of confidentiality and data security in respect of personal / pupil / colleague information.	Awareness of the sensitivity of these issues now. Training in school procedures given	4
RESPONSIBILITY FOR SUPERVISION Supervisory skills/experience	To supervise a team of cleaners, including training, support and performance management.	With support	3

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FINANCIAL RESPONSIBILITY None			
RESPONSIBILITY FOR PHYSICAL RESOURCES	Key responsibility for maintenance and security of buildings. Ordering and control of limited range of cleaning supplies and stock.	Now	5