



# Fair Field Junior School

Site Manager

## Person specification

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>• Maths and English GCSE</li> <li>• IT Proficient</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Some DIY</li> <li>• Working in a team</li> </ul>	<ul style="list-style-type: none"> <li>• Security, including alarm systems</li> <li>• Caretaking</li> <li>• Building maintenance</li> <li>• Cleaning work</li> <li>• Working with contractors</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to work flexibly, independently and as part of a team</li> <li>• DIY skills</li> <li>• Ability to plan, organise and prioritise</li> </ul>	<ul style="list-style-type: none"> <li>• Good knowledge of health and safety regulations</li> <li>• Experience of record keeping</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A 'can do' attitude</li> <li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all children</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> </ul>	

CRITERIA	ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Embraces change well</li> <li>• Deals with difficult situations effectively</li> <li>• Able to work flexibly and out of school hours as required</li> </ul>	
<p><b>Physical requirements</b></p>	<ul style="list-style-type: none"> <li>• Be reasonably fit to carry out the duties of the job</li> <li>• Able to carry out some manual handling and lifting</li> <li>• Able to carry out work at high levels using appropriate equipment</li> </ul>	

**Notes:**

This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above but are interested in applying, contact Joe Gooden, HR Officer.