



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

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

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