



Caretaker – Person Specification

Job Title: Site Manager
 Reports to: Headteacher
 Responsible for: Cleaning operations

	Essential	Desirable
Qualifications	Good Numeracy and Literacy skills	Any additional qualifications pertinent to the job role
Knowledge and Experience	<p>Experience that supports maintenance of an aspect of buildings or premises</p> <p>Experience that is transferrable to the role</p> <p>Knowledge and understanding of relevant policies/codes of practice – health and safety</p> <p>Ability to use a range of tools and equipment, ensuring safe handling and storage</p>	<p>Experience of working as part of a team</p> <p>Experience of co-ordinating building projects and premises improvements</p> <p>Awareness of legal and procedural requirements within a caretaking environment (e.g. health and safety/COSHH)</p>
Skills and Attributes	<p>Ability and willingness to work as part of a team</p> <p>Ability to use own initiative</p> <p>Ability to communicate effectively at all levels with internal and external personnel, contractors and suppliers</p> <p>Understanding of school roles and responsibilities</p> <p>Willingness to participate in training and development</p> <p>Able to take a common-sense approach to responsibilities</p>	Ability to carry out basic building repairs and grounds maintenance
Personal Qualities	<p>Highly motivated with high expectations, a positive attitude and a good sense of humour</p> <p>Excellent self-management skills</p> <p>High level of personal integrity and a flexible approach to the role</p> <p>Approachable professional, who responds well to and offers constructive advice</p> <p>Willing to take on a variety of different tasks</p>	Customer focused to meet the service needs of the students and staff



'Achieving Potential Together As a School Family.'

- Compassionate - Curious - Courageous - Resilient - Inclusive