



Person Specification

Site Manager /Caretaker

Post: Site Manager / Caretaker

Responsible to: Headteacher / Governing Body

Hours: Negotiable (up to 20 per week)

Salary Scale: £12.38 per hour

Person Specification

Essential

- DIY and handyperson skills, to identify, monitor and carry out minor repairs, maintenance and redecoration including basic carpentry, minor plumbing, and flooring etc.
- The know-how to assess and carry out minor repairs and maintenance independently and commission experts where required
- Able to plan, prioritise and manage own workload
- Ability to follow procedures and accept instructions when necessary
- Ability to work under pressure and meet deadlines
- Ability to carry out simple maintenance and cleaning tasks without instruction

- Good communication skills with basic literacy and numeracy skills
- Ability to relate appropriately to adults and pupils with good interpersonal skills

- Understanding of safety when working around young children
- Need for discretion and confidentiality, especially with regard to information about pupils and other personnel connected with the school

- Calm, cheerful disposition and a sense of humour with a genuine enjoyment for working around children
- Willingness to play a part in the school as a whole and to work as a team
- Initiative with common sense
- Well organised
- Honesty and reliability
- Flexibility and adaptability
- Positive attitudes, for example, the ability to:
 - Take control
 - Analyse situations and then devise strategies to achieve results
 - Handle conflicts, e.g. when contractors do not carry out their work satisfactorily

Desirable

- Understanding of buildings, maintenance and health and safety requirements
- Awareness of COSHH regulations, applying knowledge gained as appropriate
- Previous caretaking and cleaning experience preferred
- Previous experience of working in a school or other educational establishment preferred
- Experience of supervising staff
- Ability to apply basic ICT skills to the needs of the job