

Person Specification

Title:	Assistant Site Manager	Grade:	TSPT5
Department:	Central	Reports to:	Site Manager
Specification	Essential	Desirable	
Education and Experience			
Previous experience of caretaking, handy person skills or similar role is ideal, but not essential as long as required training standards are met		*	
NVQ 1 & 2 in Cleaning and Support Services or equivalent experience		*	
BICS qualifications or equivalent in relevant discipline or experience		*	
Knowledge and Understanding			
Understand what processes to follow in an emergency and who to report to	*		
Understanding of and compliance with child protection procedures	*		
Sound knowledge of Health & Safety practices and procedures	*		
General knowledge of DIY and unskilled maintenance	*		
Knowledge of industrial cleaning and use of appropriate equipment, chemicals and materials	*		
Skills			
Health & Safety including use of chemicals COSHH, Manual handling, Fire Safety, including drills, use of equipment, practices and procedures, use of ladders, lifting, cleaning etc.		*	
Have good written and oral communication skills and ensure good working relationships with a wide range of contacts	*		
Abilities			
Ability to use relevant equipment, materials and chemicals	*		
Be able to work as both part of a team and as a lone worker	*		
Ability to carry out or make arrangements for minor repairs	*		
Ability to use email systems and Google Workspace, with basic spreadsheet and document skills	*		
A flexible approach to shift rotas to suit the ever-changing needs of the business, including covering leave of team members	*		
Commitment to changing shifts, sometimes at short notice e.g. sickness cover, to ensure buildings are opened and closed – which may include traveling between sites in a shift	*		
A commitment to embrace change to new ways of working to suit the ever-changing needs of the business	*		
Be able to work as both part of a team and as a lone worker	*		
Ability to communicate with a wide range of people	*		
Safeguarding			
Have knowledge and understanding and commitment to safeguarding and promoting the welfare of pupils	*		
Able to maintain appropriate relationships and personal boundaries with pupils	*		