



St. Michael's Catholic High School

ASSISTANT SITE MANAGER - PERSON SPECIFICATION

Knowledge and Experience	Essential	Desirable	Evidence
Excellent role knowledge	✓		Application and interview
Experience of working as part of a team	✓		Application and interview
Experience with Health and Safety	✓		Application and interview
Experience of working in a school environment		✓	Application and interview
Evidence of continuing professional development		✓	Application and interview
Practical experience of performance management/appraisal systems	✓		Application and interview
Use of ICT – Word and Excel	✓		Interview
Use of email	✓		Interview
Up-to-date with general premises related issues and developments including H&S requirements.	✓		Application and interview



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Relevant Skills and Aptitudes	Essential	Desirable	Evidence
Health and Safety qualifications e.g. IOSH, Fire Warden, Working at Height, Manual Handling, Legionella, Asbestos training (additional training can be provided)		✓	Application
Managing contracted works		✓	Application and interview
Experience of site and project management		✓	Application and interview



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Personal Qualities	Essential	Desirable	Evidence
Commitment to supporting the educational environment of school community	✓		Interview
Commitment to flexible working and hours	✓		Application and interview
Commitment to professional development	✓		Application and interview
Enthusiastic and approachable	✓		Interview
Good communication skills/Team Player	✓		Applications and Interview
Hardworking and conscientious	✓		Interview
Willingness to support other site team colleagues	✓		Application and interview