



Coppice Academy

Person Specification – Assistant Site Manager (Keyholder)

	Essential Criteria	Desirable Criteria	Measured by
Education and Qualifications	<p>A good standard of literacy and numeracy.</p> <p>A willingness to undergo future training and development.</p>	<p>Qualifications in any trades relevant to the post.</p> <p>Health & Safety Training e.g., working from heights, manual handling etc.</p> <p>First Aid qualification</p>	Application Education, Qualification Certificates
Skills and Abilities	<p>Be self-motivated and demonstrate an ability to work on own initiative.</p> <p>Ability to carry out manual handling and other physical tasks</p> <p>Good communication skills with the ability to talk with school staff, students, parents and contractors.</p> <p>Flexibility to work shifts and be on call.</p> <p>Basic understanding of IT, emails and internet use.</p>	<p>Construction / building skills. e.g., plumbing, carpentry, ground works, plastering etc.</p> <p>Additional skills and interests which would be of benefit to the school</p>	Application/ Interview
Experience	<p>Experience of maintenance work, 'handyman', DIY skills as part of working in a maintenance role.</p> <p>Experienced power tool use.</p>	<p>Experience of working in an education or public sector organisation.</p> <p>Key holding experience.</p>	Application/ Interview
Knowledge	<p>Basic knowledge of relevant Health & Safety legislation relative to the post.</p>		Application/ Interview
Other Requirements	<p>Reliable and enthusiastic towards work.</p> <p>Flexibility towards working patterns.</p> <p>Team-player.</p>	<p>A full, clean driving licence, held for more than 3 years.</p>	Interview