



Rainhill St Ann's CE Primary School
 View Road, Rainhill, Merseyside, L35 0LQ
 Tel 0151 426 5869, www.rainhillstanns.co.uk
 Twitter: [@StAnnsRainhill](https://twitter.com/StAnnsRainhill)
 Headteacher: Mrs Laura Rynn



Together, we aim high; with God's love, we can fly

Site Manager Person Specification

Qualifications	
Educated to GCSE standard or able to demonstrate equivalent experience	E
Numerate and literate	E
NVQ Level 1 or 2 Cleaning Building Interiors City in Guilds Cleaning Science	D
Trade Qualification	D
Specific Knowledge & Skills	
Good organisation skills in relation to managing own workload	E
Ability to supervise and motivate other members of staff	E
Ability to undertake basic staff training relevant to the job	E
Ability to communication with a variety of individuals including external contractors	E
Ability to use correctly basic power tools and other equipment to make repairs and improvements	E
Experience	
Experience of undertaking minor repairs, maintenance and improvement tasks	E
Experience of building security and alarm systems	E
Administration/clerical duties including computerised and manual record keeping	E
Adhering to Health and Safety Regulations including undertaking Risk Assessments	E
Previous experience of supervising and training staff	E
Operation of planned maintenance programme work including routine inspections and monitoring contractor compliance	D
Stock control management and monitoring	D
Previous experience of caretaking and or cleaning in a school environment	D
Self Management Skills	
Evidence of working collaboratively with others	E
Ability to plan time and organise work effectively	E
This will include an ability to:	
• Prioritise and manage time	E
• Work under pressure and meet deadlines	E
• Be self motivating and set personal goals	E
Personal Attributes	
Adaptability to changing circumstances	E
Energy and enthusiasm	E
Reliability and integrity	E
Interpersonal skills	E
Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils, staff, and all stakeholders	E
Excellent attendance record	E