

GENERIC PERSON SPECIFICATION

POST: APPRENTICE SITE MANAGER			
SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<u>KNOWLEDGE</u>			
A broad understanding of Health and Safety Regulations	To help maintain a safe, secure and clean premises and school environment during and out of school hours	Now	5
Practical experience of Safe Working Procedures and Risk Assessments	To ensure inspections, drills, alarm tests and risk assessments are carried out to agreed schedule	With training	3
Broad, practical experience of building maintenance, minor repair work and decorating	To ensure that the school site is cleaned and maintained to a high standard	Now	4
<u>MENTAL SKILLS</u>			
Ability to use own judgement	To solve routine problems/issues in the absence of the Site Manager	Some ability now	3
<u>INTERPERSONAL & COMMUNICATION SKILLS</u>			
Ability to communicate information and ideas effectively	To develop and maintain effective working relationships with colleagues, pupils and “partners” of the school (Parents, PSA, Governors, Visitors)	Now	3
<u>PHYSICAL SKILLS</u>			
Ability to use appropriate machinery as	To undertake cleaning, repair work and	With training	3

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necessary to fulfil the duties of the post	maintenance		
<u>INITIATIVE & INDEPENDENCE</u>			
Ability to organise own workload and use initiative to solve minor problems	In the absence of the Site Manager, to organise own work and that of the Cleaners	Now	3
<u>PHYSICAL DEMANDS</u>			
Reasonable level of physical fitness	To carry out minor repairs and upkeep (e.g. changing of light bulbs; clearing drains; removing litter) and to undertake internal redecoration as required To undertake cleaning duties as required	Now	4
<u>MENTAL DEMANDS</u>			
Occasional			
<u>EMOTIONAL DEMANDS</u>			
N/A			
<u>RESPONSIBILITY FOR PEOPLE</u>			
Understanding of key safeguarding issues and procedures	To ensure correct reporting and monitoring of any safeguarding issues arising across the school	Awareness of the sensitivity	3

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	To maintain appropriate levels of confidentiality and data security in respect of personal/pupil/colleague information	of these issues now. Training in school procedures given	
<u>RESPONSIBILITY FOR SUPERVISION</u> N/A			
<u>FINANCIAL RESPONSIBILITY</u> N/A			
<u>RESPONSIBILITY FOR PHYSICAL RESOURCES</u> Knowledge of basic stock management principles	To act as a key holder and be responsible for the security of the building in the absence of the Site Manager To assist the Site Manager in managing supplies and stock control	Now With training	5 2