



SOMERS HEATH
PRIMARY SCHOOL

Site Manager/Caretaker (Handyman)

PERSON SPECIFICATION

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of caretaking and/or buildings maintenance/security
	Knowledge of relevant policies and procedures	Knowledge of First Aid Understand general school policies and procedures.
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake general mathematical calculations
	Technology	Good knowledge of security, heating plant and other building systems Ability to undertake DIY tasks
Communication	Written	Ability to complete forms, write letters and reports
	Verbal	Ability to exchange complex verbal information clearly
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
Working with children	Behaviour Management	Understand the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand and support the importance of physical and emotional wellbeing

Working with others	Working with partners	<p>Ability to make a proactive contribution to the work of the school team</p> <p>Seek out, develop and maintain appropriate relationships with those involved with the site management function of the school.</p> <p>Understand the roles of others working in the school.</p>
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to make a distinctive contribution to the work of the team and to work as part of the team
	Information	Contribute to the development and implementation of effective systems to share information
Responsibilities	Organisational skills	<p>Excellent organisational skills</p> <p>Ability to remain calm under pressure</p>
	Line Management	<p>Ability to supervise and monitor the work of others</p> <p>Ability to manage works contracts.</p>
	Time Management	<p>Ability to manage own time effectively</p> <p>Demonstrate a flexible approach</p>
	Creativity	Demonstrate ability to resolve complex problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	<p>Excellent understanding of Health & Safety regulations.</p> <p>Ability to advise others</p>
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	Loyalty	Be committed to the best interests of the school and the community it serves
	CPD	<p>Demonstrate a clear commitment to develop and learn in the role</p> <p>Ability to effectively evaluate own performance</p>

