



St Michael's Catholic Primary School

Site Manager

Person Specification

Attributes	Essential Requirements	Desirable Requirements
Qualifications and Experience	<p>Experience in a site management, caretaking, premises, or facilities-related role</p> <p>Experience carrying out basic maintenance and repairs</p> <p>Experience managing or supervising contractors on site</p> <p>Experience of fire safety procedures, and building security including alarm setting</p>	<p>Health & Safety Qualification</p> <p>Relevant trade skills or certifications</p> <p>Experience working in a school or similar environment</p> <p>Experience supporting health & safety or compliance systems</p> <p>Experience managing cleaning staff or a small team</p> <p>Minibus driver</p>
Knowledge and Skills	<p>Basic understanding of health & safety in the workplace</p> <p>Ability to carry out routine site checks (e.g., fire alarm testing, water flushing)</p> <p>Able to carry out minor repairs and maintain school building/site to a high standard</p> <p>Good organisational skills and ability to prioritise and manage own workload</p> <p>Ability to work independently and use initiative</p> <p>Basic IT and administrative skills (e.g., email, record keeping, logging checks, ordering etc.)</p> <p>Understanding of cleaning requirements, and the use of equipment</p>	<p>Awareness of statutory compliance in schools (fire safety, water hygiene etc.)</p> <p>Understanding of Health and Safety legislation</p> <p>Awareness and understanding of working within a school environment.</p>



	Basic knowledge of first aid or willingness to train	
Personal Qualities	<p>Reliable, punctual, and takes pride in their work</p> <p>Proactive and willing to learn with a commitment to developing own professional skills</p> <p>Calm and practical approach to problem-solving</p> <p>Approachable and helpful manner</p> <p>Good communication skills, both verbally and able to relate well to staff at all levels</p> <p>Ability to undertake tasks without guidance and use own initiative</p> <p>Willing to be flexible - working outside of normal hours if required</p> <p>Understanding of confidentiality</p> <p>An ability to provide a caring, nurturing and cooperative atmosphere for children.</p> <p>Can demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people.</p> <p>Positive attitude to school, team members and all aspects of school life</p>	
Ethos	<p>Demonstrate a commitment to support the Catholic ethos of the school</p> <p>Ability and willingness to work collaboratively and supportively within the school team, making positive contributions to the School Improvement plan</p>	
Other	Full clean UK driving licence.	