

ASSISTANT SITE MANAGER PERSON SPECIFICATION

Magdalen College School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

	Essential It is essential candidates can provide evidence of:	Desirable It is desirable candidates can provide evidence of:	How assessed
Qualifications	Educated to GCSE standard or equivalent.	COSHH training 1st Aid training Minibus Trained Health & Safety training	App/Doc
Experience/ Skills	<p>Experience of a school premises environment.</p> <p>Knowledge of Health & Safety issues and guidelines including fire regulations.</p> <p>Ability to move furniture and undertake heavy lifting.</p> <p>Ability to carry out practical skills and repairs around the school.</p> <p>Experience of close working with trades and contractors.</p> <p>Ability to carry out grounds tasks.</p> <p>Awareness of relevant legislation.</p> <p>Good IT skills.</p> <p>Ability to maintain accurate records.</p> <p>Ability to problem-solve.</p> <p>Passion for high standards in all tasks.</p> <p>Self motivated and relentless drive for excellence.</p> <p>Examples of good practice.</p>	<p>Experience of working in a similar environment for 2 yrs.</p> <p>Health & Safety Experience.</p> <p>Trade skill, e.g carpentry, painting & decorating, plumbing.</p> <p>Willingness to gain awareness of COSHH regulations and apply knowledge.</p> <p>Experience of supervising team.</p> <p>Knowledge of wider school operations.</p>	App/Int/ Ref

	Ability to respond under pressure.		
	Ability to develop own CPD.		
Written Application	A well constructed legible application, which outlines appropriate skills and strengths.		App
Relationships	An ability to establish good working relationships.	Experience of working with senior level staff.	App/Ref
Other requirements	Excellent attendance particularly at critical times. A willingness to dress professionally in accordance with the culture of the organisation or wear uniform as provided.		App/Med

