



# Cupernham Infant School

## Site Manager Person Specification

Essential: (E) Desirable (D)

- Trustworthy, hardworking and respects confidentiality issues (E)
- Proactive approach to work with a strong problem solving ethos and willingness to contribute to the ever changing requirements of a modern school environment (E)
- Excellent communication skills, both written and verbal (E)
- Flexible approach to working. To act as key holder (E)
- Ability to work on own initiative but also able to respond to clear direction (E)
- Confident in using people skills to lead and manage an effective and positive cleaning team (E)
- Able to tackle the physical demands of this post (E)
- Able to use IT, including email (E)
- Knowledge of, or readiness to learn and perform rigorous Health & Safety checks and risk assessments and ensure the safety and wellbeing of all our site users (E)
- Keep accurate records, including recordings, ordering and stock taking (E)
- Willingness to train and travel for training (E)
- First Aid qualification (D) or willingness to train (E)
- Experience of site maintenance and security, preferably in a school (D)
- Specific knowledge of Health and Safety, energy consumption, site security (D) willingness to train (E)