

# BARNES PRIMARY SCHOOL

## Site Manager: person specification

### PERSONAL QUALITIES

- Responsible, honest, reliable and consistently bothered about how the school looks
- A proven record of a high level of attendance
- Able to show initiative and consistently work proactively to ensure the smooth running of the site
- A self-starter: able to work productively with minimal supervision
- Flexible, with the capacity to adapt at short notice
- Emotionally intelligent, polite and courteous
- Self-motivated, proactive and resilient
- An innate desire to complete work to the highest standard
- Able to listen and to reflect
- Calm and patient when under pressure
- Open, approachable and welcoming
- A high level of physical fitness
- Committed to further professional learning and the development of new skills.

### SKILLS AND ABILITIES

The successful candidate will:

- have strong practical skills: be 'good with your hands'
- be able to effectively organise and supervise the work of others, such as cleaners and specialised contractors
- possess strong verbal communication skills and be able to maintain positive relationships with adults and children
- have some budgeting skills and an understanding of how to achieve best value for money
- have carpentry and joinery skills
- have basic computer skills
- be well organised and capable of prioritising work
- be responsive to needs as they materialise
- be able to work to time frames
- be able to use shared systems that ensure the maintenance of the school buildings
- be able to follow through a job to its completion
- be able to regularly handle heavy items.

### EXPERIENCE, KNOWLEDGE AND UNDERSTANDING

The successful candidate will have:

- a sound understanding of safe working practices, including health and safety legislation
- some understanding of building construction and design
- some ability to interpret technical information about buildings
- competency at basic building repairs and maintenance
- competency at basic grounds maintenance and improvements
- be knowledgeable about manual handling and ways of ensuring no personal injury is sustained
- a willingness to undergo training, as required.
- the understanding to apply regulations, such as health & safety and manual handling regulations
- the ability to operate electrical and mechanical systems, such as the school boilers.