



# New Road Primary & Nursery School

## **PERSON SPECIFICATION**

**Job Title: SITE MANAGER**

**Reports to: Headteacher & Deputy Headteacher**

### **Education, Qualifications and Training**

#### **Essential:**

- Literate
- Numerate
- IT Literate

### **Knowledge and Experience**

#### **Essential:**

- Handy Person Skills
- Supervisory skills

#### **Desirable:**

- Previous site manager experience
- Awareness of legal and procedural requirements within a Site Manage environment (e.g. Health and Safety)

### **Abilities**

#### **Essential:**

- Team Leader and member
- Able to take a common sense approach to responsibilities
- Able to communicate with other persons at all levels

#### **Desirable:**

- Customer focused to meet the service needs of students and adults

### **Disposition**

#### **Essential:**

- Personable
- Cheerful
- Helpful
- Enthusiastic
- Willing to take on a variety of different tasks

#### **Desirable:**

- Keen to develop skills

### **Special Requirements**

#### **Essential:**

- Fit (Able to lift and move heavy objects)
- Reliable
- Flexible and adaptable
- Smart Appearance