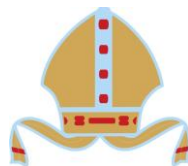


Lincoln Bishop King Church of England Voluntary Aided Community Primary School



Dream big. Love God. Live well

Site Manager

	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualification	<ul style="list-style-type: none"> Good grade in English and mathematics GCSE Practical skills in maintenance, knowledge of health and safety legislation (like COSHH, Asbestos, and Legionella) 	<ul style="list-style-type: none"> Certificate in Property, Caretaking and Facilities Services 	<ul style="list-style-type: none"> Application form Interview
Experience	<ul style="list-style-type: none"> Relevant experience of working in a similar role within a school or similar setting Experience of monitoring and liaising with contractors and suppliers Experience of current cleaning materials/methods/appliances and monitoring the quality of work undertaken by cleaning staff. Good IT skills 	<ul style="list-style-type: none"> Experience of working within a school environment 	<ul style="list-style-type: none"> Application form Interview References
Knowledge and understanding	<ul style="list-style-type: none"> An understanding of health & safety requirements of a school or other public institution To communicate clearly to all sections of the school community both verbally and in writing. Demonstrate knowledge of security methodology for both building and grounds without risking the health and safety of the school community. Full working knowledge of relevant policies / codes of practice / legislation 	<ul style="list-style-type: none"> Experience of using a facilities data management system 	<ul style="list-style-type: none"> Application form Interview References
Professional Skills	<ul style="list-style-type: none"> D.I.Y. skills to undertake day to day repairs and maintenance of building, including a working knowledge and operation of the school heating system. Ability to assist in the training and induction of new cleaning 	<ul style="list-style-type: none"> Able to monitor and evaluate the impact of own practice to inform next steps and planning 	<ul style="list-style-type: none"> Application form Interview References

	<ul style="list-style-type: none"> and caretaking staff. • Understanding of the principles of health & safety in a school environment including COSHE. • Ability to manage own time effectively and demonstrate initiative including establishing procedures and prioritizing own workload. • Ability to adhere to working procedures and policies within the school environment. • Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post. • Ability to carry out a range of administrative tasks, including stock taking and ordering. • Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the school. 		
Personal characteristics	<ul style="list-style-type: none"> • Ability to operate as part of a team or individually as required. • Show commitment to supporting and developing the distinctive Christian ethos of the school • A commitment to work flexibly • Ability to manage change sensitively • Calm approach • Ability to organise yourself and others and to demonstrate initiative • Self-motivation and enthusiasm • Excellent communication skills 		<ul style="list-style-type: none"> • Application form • Interview • References
Safeguarding	<ul style="list-style-type: none"> • A clear commitment to and understanding of Safeguarding legislation 		<ul style="list-style-type: none"> • Interview • References