

Perivale Primary School Premises/ Site Manager Person Specification

Job title:	Premises/Site Manager	Ealing GLPC Grade:	Scale 7
School:	Perivale Primary School	Post No:	
Line manager:	School Business Manager		
Supervisory responsibility:	Cleaning Contract staff, relief caretaker		
Hours:	35 hours per week (times to be negotiated) Overtime by arrangement		

This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements.

Essential Requirements

Knowledge, and understanding

- a) How the health and safety regulations apply to the school.
- b) The implications of the Disabilities Discrimination Act for schools.
- c) The purposes behind the supervision and security duties as outlined in the job description.
- d) The purpose of site management and maintenance
- e) How equal opportunities policies impact on the school.
- f) To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Skills

- g) To effectively carry out any repairs and redecoration as identified in the job description.
- h) To effectively carry out all checks and inspections
- i) To write and implement action plans and risk assessments
- j) To be systematic in keeping appropriate electronic and manual records.
- k) To develop a work routine including forward planning that systematically covers all aspects of the job description.

Personal Qualities

- l) The ability to work without supervision and to given timescales.
- m) The ability to communicate effectively, both through speaking, writing and using ICT to a variety of audiences.
- n) The ability to relate and positively show respect to all members of the school and wider community.
- o) The ability to deal successfully with situations that may include conflict resolution.
- p) Possess a can do attitude
- q) A commitment to further professional training and development.
- r) Be DBS checked and cleared

Prepared by:	_____	Date	___/___/___
Agreed by:	_____	Date	___/___/___
