



Guiden Sutton Church of England Primary School

Love and Justice for All

PERSON SPECIFICATION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provision of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job. **You must therefore disclose whether you have any previous convictions on the application form.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level check required for this job is an Enhanced Disclosure.

JOB TITLE: Site Manager

JOB REFERENCE NO.: AA:AD:5007

GRADE: 5

RESPONSIBLE TO: Headteacher

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Experience	Working with minimum supervision.	Previous caretaking/site maintenance officer experience. Previous experience of working in a school.	Application Form Interview Reference
Job Related Knowledge	Able to read, write and have basic mathematical ability. Basic DIY skill, including plumbing, joiner and electrical.	Knowledge of Health and Safety requirements within a school environment. Knowledge and experience of programming and maintaining fire detection and warning, security and heating systems.	Application Form Interview Reference
Skills and Aptitudes	Self-motivated Good, effective communication and interpersonal skills.		Application Form Reference Interview
Other Requirements	Good Attendance Able to work as part of a team Approachable Flexible		Reference



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Guilden Sutton C of E Primary School is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.