



Shirley Warren Primary and Nursery School
We nurture. We thrive. We achieve.



Warren Crescent, Southampton, SO16 6AY



023 80 773975

Person Specification – Apprentice Site Manager

Ability/Skill	To Do What	How Well? Now or With Training	How Important at Time of Appointment
<u>KNOWLEDGE</u>			
A broad understanding of Health and Safety Regulations	To help maintain a safe, secure and clean premises and school environment during and out of school hours	Now	5
Practical experience of Safe Working Procedures and Risk Assessments	To ensure inspections, drills, alarm tests and risk assessments are carried out to agreed schedule	With training	3
Broad, practical experience of building maintenance, minor repair work and decorating	To ensure that the school site is cleaned and maintained to a high standard	Now	4
<u>MENTAL SKILLS</u>			
Ability to use own judgement	To solve routine problems/issues in the absence of the Site Manager	Some ability now	3

<u>INTERPERSONAL & COMMUNICATION SKILLS</u> Ability to communicate information and ideas effectively	To develop and maintain effective working relationships with colleagues, pupils and “partners” of the school (Parents, PSA, Governors, Visitors)	Now	3
<u>PHYSICAL SKILLS</u> Ability to use appropriate machinery as necessary to fulfil the duties of the post	To undertake cleaning, repair work and maintenance	With training	3
<u>INITIATIVE & INDEPENDENCE</u> Ability to organise own workload and use initiative to solve minor problems	In the absence of the Site Manager, to organise own work and that of the Cleaners	Now	3
<u>PHYSICAL DEMANDS</u> Reasonable level of physical fitness	To carry out minor repairs and upkeep (e.g. changing of light bulbs; clearing drains; removing litter) and to undertake internal redecoration as required To undertake cleaning duties as required	Now	4
<u>RESPONSIBILITY FOR PEOPLE</u> Understanding of key safeguarding issues and procedures	To ensure correct reporting and monitoring of any safeguarding issues arising across the school To maintain appropriate levels of confidentiality and data security in respect of personal/pupil/colleague information	Awareness of the sensitivity of these issues now. Training in school procedures given	3

<u>RESPONSIBILITY FOR PHYSICAL RESOURCES</u>	To act as a key holder and be responsible for the security of the building in the absence of the Site Manager	Now	5
Knowledge of basic stock management principles	To assist the Site Manager in managing supplies and stock control	With training	2

NOTE 1: The post holder must have the ability to understand the needs of a multi-racial society and be prepared to implement the Council's Equal Opportunities Policies at a level appropriate to the job, and must at all times carry out his/her responsibilities with due regard to the Council's Equal Opportunities Policies.

NOTE 2: The post holder is required to be familiar with the Directorate's Health and Safety Policy and be aware of and observe any part of the policy related specifically to the duties and responsibilities of the post.