



ASSISTANT SITE MANAGER - PERSON SPECIFICATION

BAND E – NJC 7-11

ICAT is an Equal Opportunities Employer and requires its employees to carry out its policies concerning racial and sex equality and the rights of people with disabilities both in terms of equal opportunity for employment.

We are committed to making reasonable adjustments to the job role and working environment so that disabled people have access to job opportunities or current employees can continue at work should they develop a disabling condition.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<ul style="list-style-type: none"> • Experience of site management. • Experience of working with a team of cleaning staff. • Be able to undertake basic maintenance work. 	<ul style="list-style-type: none"> • Working in an educational setting. • Knowledge of plumbing, electrical and decorating repair procedures. 	Application form & Selection process
QUALIFICATIONS	<ul style="list-style-type: none"> • Health & Safety Training. • English and Math GCSE grade C or equivalent. 	<ul style="list-style-type: none"> • IOSH qualification. • NEBOSH qualification. 	Application form & Selection process. Certificates.
TRAINING	<ul style="list-style-type: none"> • Willingness to participate in development and training opportunities. • Understanding of safeguarding. • Fire safety training. 	<ul style="list-style-type: none"> • Minibus driver training. • First aid at work training. • Health & Safety training as appropriate. • Legionella awareness training. 	Application form & Selection process
SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of all policies, procedures, and regulations relevant to this role. • Knowledge of cleaning procedures required to meet cleaning standards. • An understanding of the needs of a multicultural society. 	<ul style="list-style-type: none"> • An understanding of the issues relating to pupils who have special educational needs. 	Application form & Selection process

EQUALITY	<ul style="list-style-type: none"> • Candidates should indicate an acceptance of and be commitment to the principles of Equal Rights. 		Selection process
DISPOSITION – ADJUSTMENT/ ATTITUDE	<ul style="list-style-type: none"> • Ability to relate well to pupils and adults. • Ability to work constructively as part of a team. • Ability to remain calm under pressure. • Ability to prioritise conflicting demands and pressures. • Demonstrate good co-operative, interpersonal and listening skills. • Flexibility and willingness to accept change. • Willingness to share expertise, knowledge and experience. • Approachable, courteous and able to present a positive image of the school to callers and visitors. • Maintain confidentiality in matters relating to the school, its pupils, parents and staff. 	<ul style="list-style-type: none"> • Ability to identify own training and development needs. 	Selection process
CIRCUMSTANCES - PERSONNEL	<ul style="list-style-type: none"> • Must be legally entitled to work in the UK (Asylum and Immigration Act 1996). • No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required). 		Interview
PHYSICAL / SENSORY	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with Equality Act 2010. 		Selection process

