

Assistant Site Manager Person Specification



	ESSENTIAL	DESIRABLE
Qualification/ Training/ Competences	<ul style="list-style-type: none"> • Willingness to undertake induction training. • NVQ 2 in relevant subject or suitable experience. • Specific training in specialist area. 	<ul style="list-style-type: none"> • Site Management Safety Training Scheme (SMSTS). • IOSH Managing Safety in Schools.
Relevant experience	<ul style="list-style-type: none"> • Experience working in a relevant discipline, i.e. Assistant Caretaking/Site Management in a school or similar environment. • Handyperson or DIY skills. • Excellent communication skills. • Experience of working as part of a team. 	
Knowledge	<ul style="list-style-type: none"> • Good understanding of ICT including Microsoft Office and Excel. • Willingness to develop knowledge of specialist equipment/resources. • Ability to critically evaluate your personal development needs and actively seek learning opportunities to improve. • Working knowledge of relevant policies/codes of practice and legislation. • Ability to relate well to children and adults. • Awareness of health & hygiene procedures. • Knowledge of COSHH regulations. • Knowledge of Health & Safety procedures and precautions. • Knowledge of moving and handling procedures. • Willingness to participate in whole school development and training opportunities. • Knowledge of the Risk Assessment process. 	<ul style="list-style-type: none"> • Current first aid in the workplace training. • Fire Warden training. • COSHH

Cockermouth School is committed to safeguarding and promoting the welfare and well-being of its students, engages with young people and staff in policy and practice developments, proactively encourages feedback and expects all staff and volunteers to share this commitment.

April 2018