

PERSON SPECIFICATION

JOB TITLE:

Site Agent Manager

Attributes	Essential	Preferred
Education/Qualifications	Good standard of literacy and numeracy.	Relevant trade qualification (e.g. carpentry, electrical, plumbing) at City & Guilds or equivalent.
Experience	2-3 years' relevant experience. Previous experience of supervising staff.	Previous experience in a school. Previous experience of managing a budget.
Skills/Knowledge/Aptitude	<p>Ability to undertake administrative tasks including budget monitoring</p> <p>Knowledge of COSHH.</p> <p>Ability to undertake a range of maintenance tasks.</p> <p>Good interpersonal skills.</p> <p>Good organisational skills.</p> <p>Ability to present straightforward reports.</p> <p>Ability to prioritise own workload and that of cleaning and caretaking staff, as appropriate.</p> <p>Ability to lead and motivate a team effectively.</p> <p>Ability to work on own initiative and make decisions.</p> <p>Ability to work under pressure.</p> <p>Ability to develop good working relationships with staff, pupils, visitors and all users of the school site.</p> <p>Basic IT skills</p>	Knowledge of IT (Excel, Word)

Motivation	<p>Ability to work hard and take a pride in the job with commitment to achieving high standards of cleanliness and hygiene.</p> <p>Willingness to work flexibly to adapt to the school's changing needs.</p> <p>Ability to work without supervision.</p> <p>Trustworthiness</p> <p>Willingness to undertake further training as appropriate.</p>	
Physical	<p>Ability to undertake manual work and to perform tasks included in job description.</p> <p>Ability to move and use domestic and industrial cleaning equipment (polishers, vacuum cleaners etc)</p>	
Other	<p>Willingness to wear protective clothing as supplied.</p> <p>Must demonstrate the ability to speak fluent English at a level appropriate to be able to carry out the duties of the post.</p>	