

Ghyllside Primary School

Gillinggate, Kendal,
Cumbria.
LA9 4JB

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Headteacher: Mr.H.B.Davies (BA. Hons)

SITE MANAGER - JOB SPECIFICATION

| JOB SPECIFICATION | ESSENTIAL | DESIRABLE |
|--|----------------------------|------------------|
| SPECIAL REQUIREMENT Need to live on site in rental accommodation - three bedroom bungalow | | Y |
| QUALIFICATIONS Numerate and literate ICT skills Qualification and / or proven experience in one or more trades | Y Y | Y |
| EXPERIENCE Experience in working in a similar role previously Experience of working in a school environment Experience of prioritising maintenance issues and matching them against a budget Experience of managing a budget Experience of feeding back to line manager / committee Experience of liaising with / directing contractors Have previously led a small team | Y Y Y Y | Y Y Y Y |
| KNOWLEDGE, SKILLS AND ABILITIES Ability to work as part of a team or independently Ability to carry out daily activities to ensure effective opening and closing of the school day, sometimes into the evening The ability to prioritise and maintenance tasks and work independently Skills in any trade ie. joinery, electrical, plumbing, decorating would be an advantage Ability to communicate effectively with contractors and our H&S consultant Be aware of the need for confidentiality in the day to day running of a school | Y Y Y Y Y Y | |
| OTHER Commitment to safeguarding and protecting the welfare of children and young people Commitment to equality and diversity Commitment to health and safety Commitment to sustaining regular attendance at work | Y Y Y Y | |

Our Mission: Ghyllside Primary School – Growing Hearts and Minds

Our Values: Inspiring Healthy Inclusive Nurturing Experiences