



Metropolitan Borough of Wirral

Employee Specification Form

Post Number	The Observatory School
Job Title	Site Manager (Band E)
Department	Education
Prepared by and date	

Important - Study "Explanatory Notes" printed overleaf before completing form

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications <ul style="list-style-type: none"> Trade relevant to the post 	App		
Experience <ul style="list-style-type: none"> General building/maintenance experience (excluding plumbing/gas/electric) Experience of taking responsibility for the care and maintenance of premises and dealing with contractors. Previous Supervision experience 	App/Int App/Int App/Int App/Int	<ul style="list-style-type: none"> Previous experience as a school site manager or caretaker An understanding of and an ability to deliver excellent customer service to internal and external customers. Industrial Cleaning Experience. Experience of supervising and/or training small groups Clean full driving licence and own transport Experience of budgetary control 	App/Int App/Int App/Int App/Int App/Int
Knowledge and skills <ul style="list-style-type: none"> Ability to manage external contractor maintenance and service contracts and ensure recommendations are carried out Ability to manage internal H&S procedures, including risk assessment ICT Skills and maintain and monitor paperwork Ability to lead on projects to enhance the school environment Knowledge of security systems and procedures Skills in general maintenance trades Ability to carry out heavy lifting Experience in the operation and general maintenance of fire/intruder alarms, lighting, grounds maintenance, heating and water systems. Ability to maintain accurate financial/sickness/employee related records Ability to work overtime/ attend Governors and other Meetings as and when necessary Ability to create and follow a planned maintenance programme. 	App/Int App/Int App/Int App/Int App/Int App/Int App/Int App/Int App/Int App/Int	<ul style="list-style-type: none"> Health & Safety qualification (eg.IOSHH/NEBOSH) Experience of ordering of materials and stock control First Aid certificate 	App/Int App/Int App/Int
Special Requirements <ul style="list-style-type: none"> A commitment to safeguarding all young people A commitment to the vision ,values and aims of the school Ability to respond to school based emergencies including security issues out of normal working hours. Effective communicate skills Presentable and smart appearance 	Int App/Int App/Int App/Int Int Int		

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These notes should be studied carefully before completing the form overleaf.

List the personal attributes required to fulfil the duties listed in the job description.

They must be:

- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

Essential or Desirable

- Essential

Those requirements without which a candidate would be simply unable to do the job.

Any candidate who does not meet the essential requirements must be rejected.

Examples could be the possession of current driving licence or relevant qualification.

- Desirable

Those requirements which are desirable, but not essential.

A candidate should not be rejected for failing to meet any single desirable requirement.

Examples for certain jobs could be local government experience or knowledge of new technology.

Personal Attributes

- Qualifications

What qualifications, if any, should the postholder possess?

To what level

- Experience

What experience, if any, is relevant?

- Knowledge and Skills

Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?

Do not list attributes which cannot be measured, eg “pleasant personality”, “flexible outlook”. Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).

Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.

- Special Requirements

Are there any conditions of service which differ from the norm and with which the postholder must comply? eg live-in requirements, flexible working hours, weekend working.

Stage Identified

Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc