

Person specification

The Orchard Primary School – Site Manager. December 2025

CRITERIA	QUALITIES
Qualifications	<ul style="list-style-type: none">➤ Level 2 and/or Level 3 qualifications or above and willingness to undertake CPD
Experience	<ul style="list-style-type: none">➤ Caretaking➤ Building maintenance➤ Security, including alarm systems➤ Cleaning work➤ Some DIY➤ Working in a team➤ Working with contractors
Skills and knowledge	<ul style="list-style-type: none">➤ Good knowledge of health and safety regulations➤ Ability to work flexibly, independently and as part of a team➤ Basic DIY skills➤ Ability to plan, organise and prioritise
Personal qualities	<ul style="list-style-type: none">➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school➤ Ability to work under pressure and prioritise effectively➤ Commitment to maintaining confidentiality at all times➤ Commitment to safeguarding and equality➤ Embraces change well➤ Deals with difficult situations effectively➤ Able to work flexibly and out of school hours as required➤ Be positive with an optimistic outlook➤ Good Person specification
Physical requirements	<ul style="list-style-type: none">➤ Be reasonably fit to carry out the duties of the job➤ Able to carry out some manual handling and lifting➤ Able to carry out work at high levels using appropriate equipment

Notes: This job description may be amended at any time in consultation with the postholder.