

Person Specification

Essential Qualifications	• Good standard of education including GCSE (or equivalent) English and Mathematics. • Health and Safety qualification or willingness to undertake training. • Full UK driving licence and access to transport.
Essential Experience	• Experience of premises, facilities, site or estate management. • Experience of basic building maintenance and repairs. • Experience of managing contractors. • Experience of maintaining health and safety records. • Experience of working independently and prioritising tasks.
Desirable Experience	• Experience of working in a school or educational setting. • Experience of managing multiple sites. • Experience of premises compliance and statutory inspections. • Experience of budget monitoring. • Experience of supervising cleaning or facilities staff.
Essential Knowledge	• Health and Safety legislation and safe working practices. • Building maintenance and site management procedures. • Safeguarding responsibilities in educational settings. • Risk assessment processes. • Contractor management and site security. • Basic principles of swimming pool operation, water quality management and pool safety requirements.

Essential Skills and Attributes

Organisation and Leadership	• Highly organised and able to manage competing priorities. • Able to coordinate work across multiple sites. • Proactive and solution-focused. • Able to work independently with minimal supervision.
Communication	• Strong interpersonal skills. • Able to communicate effectively with staff, contractors, pupils, parents and external agencies. • Able to maintain positive professional relationships.
Practical Skills	• Competent in carrying out routine repairs and maintenance. • Good problem-solving skills. • Able to use digital systems for recording checks and compliance information.
Personal Qualities	• Reliable, trustworthy and professional. • Calm under pressure. • Flexible and adaptable. • Demonstrates integrity and discretion. • Commitment to safeguarding and promoting the welfare of children. • Commitment to the values and ethos of North Downs Primary School.

Additional Requirements

- Enhanced DBS clearance.
- Ability to work flexibly outside normal hours when necessary.
- Physically able to undertake the duties of the role.
- Commitment to safeguarding and equality of opportunity.