

ABINGDON LEARNING TRUST

Person Specification – ALT Deputy Site Manager

SPECIFICATION	ESSENTIAL	DESIRABLE
Education/Training	<ul style="list-style-type: none"> • Educated to at least GCSE standard including English and Maths. • Good numeracy and literacy 	<ul style="list-style-type: none"> • NVQ 3 or equivalent • First Aid training or prepared to undertake training • Handyperson experience • Specific training in a specialist are
Experience	<ul style="list-style-type: none"> • Working as part of a team. • Dealing diplomatically, tactfully and sensitively with colleagues in a busy environment. 	<ul style="list-style-type: none"> • Numerate with experience of budget management. • Experience of working in a setting within which communication with children was essential • Caretaking/site-keeping experience in a school or similar environment.
Skills/Attributes	<ul style="list-style-type: none"> • Effective interpersonal skills, displaying confident & friendly approach. • Ability to work effectively & efficiently under pressure. • Ability to use initiative, to work pro-actively and time manage workloads. • Willingness to develop knowledge of use of ICT and other specialist equipment/resources • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Knowledge of Health & Safety procedures and precautions • Awareness of health and hygiene procedures • Knowledge of moving and handling procedures • Willingness to participate in development and training opportunities 	<ul style="list-style-type: none"> • Working knowledge of relevant polices/codes of practice/legislation • Knowledge of COSHH regulations
Personal Qualities	<ul style="list-style-type: none"> • Good organizational skills, highly motivated. • Flexible, patient and adaptable manner. • A sense of humour. • Commitment, enthusiasm and energy. • Excellent time keeping • The ability to prioritise • To pay meticulous attention to detail • To be innovative & proactive • Willingness to undertake training • Willingness to try new approaches • Understand need for confidentiality • Respect and support ethos of school 	