

# Grove House Nursery School and Children's Centre

## Person Specification

### Site Manager



This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements.

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### Essential Requirements

#### *Knowledge, and understanding*

- a) How the health and safety regulations apply to the school.
- b) The implications of the Disabilities Discrimination Act for schools.
- c) The purposes behind the supervision and security duties as outlined in the job description.
- d) How equal opportunities policies impact on the school.
- e) To be responsible for promoting and safeguarding the welfare of children and young people within the school.

#### *Skills*

- f) To effectively carry out any repairs as identified in the job description.
- g) To be systematic in keeping appropriate electronic and manual records as necessary.
- h) To develop a work routine that systematically covers all aspects of the job description.

#### *Personal Qualities*

- i) The ability to work without supervision and to given timescales.
- j) The ability to communicate effectively, both through speaking and writing to a variety of audiences.
- k) The ability to relate and positively show respect to all members of the school and wider community.
- l) The ability to deal successfully with situations that may include conflict resolution.
- m) A good health record and work attendance record.
- n) A commitment to further professional training and development.
- o) Be DBS checked and cleared.

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<b>Prepared by:</b> .....	<b>Date</b> /    /
<b>Agreed by:</b> .....	<b>Date</b> /    /
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