



PERSON SPECIFICATION FORM

POST TITLE: Assistant Site Manager

DATE: June 2026

	Requirement	Essential	Desirable
Education/Training			
	Basic literacy and numeracy and ability to complete basic administrative procedures and training	X	
	Have a Health & Safety Qualification		X
	Have received training in and of the following: Manual Handling, Working at Height, Circuit Breakers and/or Asbestos		X
	Have a First Aid Qualification		X
Experience			
	Experience of commercial grounds maintenance	X	
	Experience in the use of power tools.	X	
	Experience of working with cleaning equipment and chemicals	X	
Special Knowledge			
	Knowledge of Health & Safety	X	
	Knowledge of industrial heating systems		X
	Understanding of Safeguarding		X
Skills and Ability			
	Ability to solve maintenance problems and undertake repairs	X	
	Ability to undertake projects related to site building improvement, such as painting, joinery and plumbing	X	
	Ability to prioritise and make decisions in the absence of senior colleagues	X	
	Ability to communicate effectively	X	
	Ability to work on own initiative	X	
	Ability to take personal responsibility for standard of work	X	
	Be hard-working	X	
Personal Qualities			
	Clean and smart appearance	X	
	Willingness to work additional hours, including call-outs	X	
Other			
	Ability to maintain confidentiality	X	
	Willingness to undertake training that is relevant to post	X	
	Willingness to undertake Disclosure & Barring Service (DBS) checks	X	