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| **SITE MANAGER** | | |
| **PERSON SPECIFICATION** | | |
| **MINIMUM ESSENTIAL REQUIREMENTS** | **METHOD OF ASSESSMENT** | |
| **Qualifications and Experience** |  |  |
| * 5 GCSE passes/ NVQ Certificates * Qualified in relevant trade (joinery/ plumbing/ electrics) * Relevant Health & Safety Qualification (IOSHH/NEBOSH) * Awareness of health & safety & hygiene procedures & precautions * Awareness of H&S regulations (such as COSHH) * Knowledge and experience of safe moving and handling procedures * Risk Assessment Experience | E  D  D  E  E  E  D | A/C  A/C  A/C  A/C/I  A/C/I  A/C/I  A/C |
| **Skills and Knowledge** |  |  |
| * Strong organisational and time management skills and ability to cope with conflicting demands * Ability to manage own time effectively and demonstrate initiative including establishing priorities * Commitment to high standards * Ability to work as part of a team and on own initiative * Ability to manage people directly and indirectly * Ability to motivate others and ensure priorities are met * Ability to respond calmly to emergencies * Ability to gather information, analyse data and problem solve * Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school * Able to undertake some tasks which require physical effort and have fitness level appropriate to the duties * Able to use initiative and work pro-actively to solve problems * Understanding of policies and processes and compliance with both | E  E  E  E  E  E  E  E  E  E  E  D | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |
| **Personal Characteristics** |  |  |
| * Ability to respond to advice and guidelines and to follow set procedures * Desire and willingness to learn new skills * Good physical fitness, clean and well presented * Calm & pleasant manner, and sense of humour * Trustworthy, reliable and punctual * Observe confidences and show discretion | E  E  E  E  E  E | A/I  A/I  A/I  A/I  A/I  A/I |
| **Other** |  |  |
| * Flexibility, proactive and willingness to adjust working arrangements to meet changed circumstances * Full clean driving licence and own transport | E  E | A/I  A |

E = Essential D = Desirable

A = Application I = Interview C = Certificate

**Stakesby Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any offer of employment will be subjected to receipt of a satisfactory enhanced DBS check.**