



**RAINHILL
HIGH SCHOOL**

Person Specification
Site Manager

Criteria	E/D	A/I
<u>Qualifications</u>		
Excellent literacy and numeracy skills - Minimum of GCSE or equivalent grade 'C' in English and Maths	E	A
Relevant qualifications in Health and Safety management (NEBOSH/ IOSH)	D	A
Relevant qualifications in facilities management or premises management	D	A
<u>Experience & Knowledge</u>		
Experience of working to Health and Safety legislation	E	A/I
Experience of compiling health and safety documentation such as risk assessments, policies and statutory inspections logs	D	A/I
Experience of project management of building projects.	D	A/I
Experience of working in an educational environment	D	A
Experience in managing budgets	E	A/I
Experience of managing teams	E	A/I
Experience in setting up and managing repairs and maintenance programmes	E	A/I
Experience in managing building and maintenance contractors	E	A/I
Experience of producing design briefs inc. drawings	D	A/I
Experience of managing community use / lettings programmes	D	A/I
<u>Skills and Abilities</u>		
Excellent time management and organisational skills	E	A/I
Excellent communication, written and verbal skills	E	A/I
Good IT skills including knowledge of MS Office	E	A/I
Can work well as part of a team and on an individual basis	E	A/I
Ability to lead a diverse team	E	A/I
Ability to work with and communicate effectively with a range of school stakeholders and service providers by advising, guiding, negotiating, persuading in all matters relating to premises management, encouraging others to adopt a desired course of action, resolving problems or circumstances that may be outside current remit.	E	A/I
Demonstrate effective skills in working with students	E	A/I
Understanding of Health and Safety regulations in relation to premises management and their application within an educational environment	D	A/I
Flexible regarding hours of work including the ability to work of a weekend	E	A/I
Full, clean, driving licence	D	A
<u>Commitment to Equal Opportunities</u>		
Ability to understand and demonstrate commitment to equality and diversity	E	A/I

E = Essential element D = Desirable element A = Assessed via the application form I = Assessed at Interview