



PERSON SPECIFICATION

SENIOR SITE MANAGER

Skills, experience and knowledge:	Essential/ Desirable
Relevant site management experience	E
Up-to-date knowledge of current H&S and disability/access legislation, and the ability to apply these pragmatically through appropriate systems, policies and procedures	E
Ability to undertake minor repairs and redecorations	E
Computer literate with the ability to use Microsoft packages, google docs and emails as part of the daily role	E
Security – lock/unlock premises and alarm usage	D
Stock and equipment management and administration	E
Experience of working in a school, academy or other educational based background	E
Confident in manual handling, working at height and physical work	E
Experience with dealing with contractors	D
Experience of project management and schedules of works	D
Qualifications/Training:	
Formal qualifications i.e. GCSE or equivalent in English and Maths	D
Health & Safety at Work qualification or working towards obtaining one	D
A specific trade	D
Job specific training i.e. Fire Safety, COSHH, Legionella, working at height, moving and handling, asbestos management, risk assessor, First Aid etc.	D
Personal Attributes:	
Excellent interpersonal skills with a proven ability to work collaboratively.	E
Able to relate well with staff, students, parents, contractors and hirers	E
Ability to work effectively and independently without supervision	E
Able to find pragmatic solutions and adapt to changing situations	E
Calm under pressure	E
Ability to make quick and effective decisions	E
Tidy and well organised	E
Able to present information, verbally and in writing, in a clear and concise manner, with excellent attention to detail	E
Positive attitude and a willingness to support others where needed	E
Ability to multi-task and work in a fast-paced environment	E
Willingness to work occasional evenings and weekends, if required	E
Excellent punctuality and attendance	E
A commitment to safeguarding and promoting the welfare of children and young people	E