

Person Specification Site & Facilities Manager

	ESSENTIAL	DESIRABLE
<u>Qualifications</u>	<ul style="list-style-type: none"> GCSE in English, Maths C or equivalent. Basic Health & Safety Qualification. 	<ul style="list-style-type: none"> C&G PAT Qualification Basic electrical safety course First aid qualification Full current driving licence ISOH Managing Safely Fire Officer Qualification
<u>Previous Experience</u>	<ul style="list-style-type: none"> Involvement in the building/maintenance industry or cleaning. Line management experience and of contributing to staff development. Previous experience managing health and safety at work 	<ul style="list-style-type: none"> Experience of working in an educational environment. Experience of Safeguarding
<u>Professional Competence</u>	<ul style="list-style-type: none"> Ability to work to deadlines and prioritise work. Ability to document all H&S, PPM and other governance activities Excellent awareness of Health & Safety at Work Regulations Ability to write risk assessments, contribute to policy documents Ability to plan strategically for both immediate and long-term projects 	<ul style="list-style-type: none"> Knowledge of cold water/plumbing installations
<u>Personal Qualities and Attributes:</u>	<ul style="list-style-type: none"> Hardworking and committed to making a difference, taking ownership and following things through to completion Energetic with stamina and determination, taking initiative and taking on responsibilities with enthusiasm Have ambition, setting challenging goals and targets for yourself and for others Able to work constructively within a team Communicate effectively orally, in writing, and through presentations Be trustworthy and trust others, ensuring commitments are kept Commitment to safeguarding & equality. Experience of using Microsoft Office. Be self-motivating 	<ul style="list-style-type: none"> Availability for recall to work for emergency duties Availability for undertaking of overtime