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**Person specification – Site Manager**

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| **Requirement**  | **Essential (E) or** **Desirable (D)**  | **Assessed via** **Application (A),** **Interview (I)**  |
| **Qualifications and Experience:**   |
| Good general education (Maths, English and IT)  | E  | A  |
| Valid UK driving licence  | E  | A  |
| First Aid At Work (or willing to work towards)  | E  | A  |
| Training in, or experience of, the legislation regarding asbestos, fire, water and electricity regulations | D  | A  |
| Working with young people or in an educational setting such as a school / college  | D  | A  |
| Experience of leading/supervising colleagues | E | A |
| **Knowledge, skills and abilities:**   |
| Able to plan and prioritise own workload | E | I |
| Able to work in a team and in collaborative partnership with all schools within the Trust | E | I |
| Ability to use own initiative and work with minimum supervision at times | E | I |
| Ability to undertake manual handling tasks and to work at height both safely and within regulations | E | A |
| Ability to carry out remedial maintenance and repairs to a good standard | E | A/I |
| Ability to manage contractors to ensure all on site work is in accordance with the rules and regulations of the Trust to include all Health & Safety, Safeguarding and child protection matters, reporting to the Head Teacher when appropriate. | E | A/I |
| Understanding of and ability to work with Health and Safety regulations and best practice including the ability to undertake H&S risk assessments and manage H&S risks with legislation knowledge and COSHH | E | A / I |
| Good organisational skills  | E  | A/I  |
| Good communication, customer relations skills  | E  | A/I  |
| Excellent record keeping skills with use of IT  | E | A/I |
| An understanding of safeguarding and a commitment to creating and maintaining a safe environment for all students | E  | A/I  |
| **Personal Qualities** |
| Resilience, adaptability and responsive to change | E | I |
| Able to work as part of a team but also to be a self-starter and able to set personal goals | E | I |
| **Equal Opportunities** |
| Commitment to equal opportunities and diversity in the performance of duties | E | I |
| **Working Practices** |
| The candidate will need to evidence a commitment to safeguarding and protecting the welfare of children/young persons | E | A/I |
| Willingness to work flexibly including out of hours when necessary | E | I |
| Willingness to travel and work in all schools within the Trust as and when directed | E | I |
| **CPD** |  |  |
| Evidence of commitment to own professional development | E | A |