

Person Specification

Site Manager



Factor	Essential	Desirable	Assessment*
Qualification	<ul style="list-style-type: none"> Educated to a minimum of GCSE (or equivalent) Grade 4 in Maths and English. 	<ul style="list-style-type: none"> IOSH/H&S qualification First Aid training qualification NVQ 2 or equivalent qualification Formal or informal training to demonstrate and understanding of Health & Safety, manual handling, COSHH, Legionella, etc. 	A, D
<ul style="list-style-type: none"> Experience 	<ul style="list-style-type: none"> Experience of caretaking or premises management, building cleaning or building management Use of general cleaning equipment Taking responsibility for security of a building Experience of managing COSHH 	<ul style="list-style-type: none"> Use of commercial cleaning equipment Use of commercial site maintenance equipment Experience of working in a school or education setting Experience of BMS system and reporting 	• A, I, R
<ul style="list-style-type: none"> Skills and Knowledge 	<ul style="list-style-type: none"> To be able to carry out DIY and handyman general repairs without guidance Ability to work at heights (roof access will be required) Ability to follow and comply with instructions on equipment and/or materials usage Willingness to work as part of a team Ability to work to deadlines and to manage own work effectively Able to use own initiative Ability to carry out Health and Safety checks and maintain relevant records Knowledge of security systems Knowledge of relevant H&S policies/code of practice/legislations including COSHH, manual handling procedures and precautions Willingness to participate in development and training opportunities Good communication skills 	<ul style="list-style-type: none"> Plumbing/joinery skills Ability to manage BMS systems and reporting Ability to manage COSHH Knowledge of fire safety legislation Computer literate, good ICT skills Basic level of administrative skills 	• A, I, R, D
<ul style="list-style-type: none"> Personal Attributes 	<ul style="list-style-type: none"> Ability to work under pressure whilst remaining calm Ability to maintain good communication and relationships within the staff team and a wide range of people including colleagues, pupils, parents, governors and suppliers Willing to work outside of normal hours if required Able to undertake the physical tasks required by the post including lifting, carrying and pushing various 		• I, R

	<p>equipment to undertake the duties of the post</p> <ul style="list-style-type: none"> • Desire to learn and develop new skills to improve their understanding of the role and function • Committed to the Trust's policies on safeguarding, inclusion and equal opportunities 		
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**Assessment Method – details how the criteria will be assessed*

A = Application Form, **I** = Interview, **R** = References, **D** = Documentary Evidence