SITE MANAGER 

Person Specification

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| CRITERIA  | ESSENTIAL  | DESIRABLE  |
| Personal Characteristics  | * Reliability and honesty is key to this role.
* Excellent communications skills, both verbal and written, and IT literate
* Ability to work cooperatively and flexibly under pressure and remain calm in varied or difficult situations
* Ability to work on own initiative
* Ability to plan own workload and be aware of other colleagues’ priorities
* Keen to develop professionally and learn new skills, processes and systems
* A strategic thinker, proactive, self-motivated and able to gather information, analyse and problem solve
* Hold positive values and attitudes and adopt high standards of behaviour in a professional role
* Ability to maintain confidentiality and act with discretion
* Motivated to work with children in an educational setting, recognising and maintaining personal boundaries with children
* A demonstrable commitment to safeguarding children
* Be on call for emergencies
* Flexible over working hours according to the needs of the school

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| Qualifications / Training  | * Maths & English GCSE or equivalent at Grade C / Grade 4 or above
* Good ICT skills including use of MS Word, Excel and ability to learn in-house systems
* Full valid driving licence
* Basic training in one or more of the following:
* plumbing
* general and grounds maintenance and DIY
* electrical/building maintenance
* heating systems
* decorating
 | * IOSH or other recognised Health & Safety Training
* First Aid at Work qualification (or willingness to undertake)
* Recognised training/qualifications associated with premises / facilities management or caretaking
* Lifting and Handling awareness
* Pool plant management
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| Experience | * Experience of and competence at basic building repairs and maintenance (including heating, plumbing, carpentry, electrical maintenance, decoration) and grounds maintenance
* Experience of overseeing and communicating effectively with a variety of stakeholders e.g., contractors, cleaners etc.
* Experience of managing own time and prioritising workload
 | * Experience of working in a School or other large site management role
* Experience of following purchasing and other financial procedures
* Use of small industrial / electrical / mechanical equipment
* Experience of applying regulations such as Health & Safety, manual handling, COSHH etc
* Experience of designing and managing a rolling programme of maintenance
* Experience of undertaking risk assessments
* Experience of line management of staff
* Experience of managing budgets
* Experience of maintaining/managing a pool
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| Knowledge and Skills | * Ability to lead and work as part of a team, taking responsibility and prioritising work and meeting challenging deadlines
* Excellent organisation and negotiating skills
* Knowledge of relevant Health & Safety requirements
* Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post
* Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school, while maintaining a flexible approach
* Ability to demonstrate an understanding of children and contribute to the life of the school
* Ability to adhere to the school’s policies and procedures and most importantly Safeguarding, Equal Opportunities policy and all Health & Safety related policies

*N.B. School does ‘buy in’ support from external third-party contractors where the skills and expertise of a specialist tradesperson are required.* | * Knowledge of security systems and related procedures
* Knowledge of school and issues relating to education
* Knowledge of the operation of heating, ventilating systems and common causes of malfunctions and energy efficiency measure
* Change management and ability to drive change
* Financial planning experience with the ability to manage a budget
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| Physical Requirements  | * Physical ability to carry out manual handling tasks, e.g.

lifting, climbing and moving of items |  |