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 |  |
| 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 |
| 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 |
| 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 |
| Physical  Requirements | * Physical ability to carry out manual handling tasks, e.g.   lifting, climbing and moving of items |  |