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| Text  Description automatically generatedPerson Specification  Site Manager | | | | |
|  |  | **Essential** | **Desirable** |  |
| **Qualifications, Knowledge and**  **Skills** | * Good level of education (GCSE Maths and English, NVQ or relevant experience). * Full U.K. driving license \* * Good knowledge of skilled trades, high standards of work and typical costs. * Excellent knowledge of health and safety and compliance legislation in public buildings. * Excellent knowledge of buildings and grounds maintenance procedures. * Good knowledge of Health and Safety relating to premises, plant, and equipment. * ICT literate, including the ability to create and manipulate spreadsheets. * Excellent influencing skills and the ability to engage others in new ideas. * Ability to promote and develop positive relationships within and   beyond the Trust. | * Appropriate qualification in skilled trades, leadership and management, health and safety or project management. * A recognised First Aid Qualification.   Appropriate Safeguarding Training. |
| **Personal Development and Additional Learning** | * Shows commitment to professional and self-development. * Willingness to attend any training relevant to the role. | * Evidence of successfully supporting colleagues to improve. * Evidence of continuous professional development. |
| **Experience and Personal Attributes** | * Experience of managing staff and operational functions/activities. * Experience of dealing with a variety of people and understands the need for effective relationships. * Ability to communicate effectively and efficiently. * Experience of working alone using   own initiative and working as part of a team. | * Experience of managing buildings related service contracts. * Experience of negotiating contracts and services. |
| **Initiative and Motivation** | * Self-motivated with excellent organisational skills and the ability to prioritise workload effectively under pressure. * Ability to think creatively and imaginatively in order to anticipate and solve problems. * Ability to hold others to account and effectively manage performance of individuals and teams. * A high level of self-awareness – knowing own strengths and areas for development. * Supports the Trust’s vision, values   and behavioural framework and is able to inspire, challenge and motivate others. |  |
|  | **Commitment** | * Commitment to diversity and equality of opportunity in all   working practices. |  |  |
|  | **Attendance** | * A good attendance record in current employment, (not including absences due to disability). |  |  |

\**The postholder is required to ensure they have the appropriate business insurance to meet the requirements of the post.*