The Market Weighton School
PERSON SPECIFICATION

POST: Site Manager

	JOB REQUIREMENTS	Essential	Desirable	* How assessed
Qualifications and experience				
	GCSE at level A – C in English and mathematics or equivalent	*		A
	Ability to work independently and lead	*		A & I
	Ability to prioritise tasks and adhere to deadlines	*		A & I
	Knowledge of Microsoft Office and other software packages to maintain site records.	*		A & I
	Ability to be flexible and respond effectively to the unexpected	*		A, T & I
	Experience of Site Management	*		A
	Willingness and motivation to develop own skills and work towards professional training qualifications		*	A & I
	The knowledge to assess and carry out minor repairs and maintenance independently and commission experts where required.	*		A & I
	An understanding of health, safety and security issues and relevant legislation affecting schools	*		A & I
	Relevant certification of practical skills and knowledge		*	A & I
	IOSH or NEBOSH Qualifications desirable		*	A
	Ability to work to deadlines and a willingness to respond positively to all aspects of work	*		A & I
	Effective team worker	*		A R & I
	Ability to be an effective timekeeper and able to manage and organise			

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Personal and interpersonal	their own time	*		A R & I
	Good oral, listening and written communication skills	*		A R & I
	Ability to use initiative – problem solving, self-motivated	*		A R & I
	Demonstrable attention to detail	*		A & T
	Helpful and positive attitude within a busy working environment	.		I
Staff Development	Flexible to working patterns	.		I
	A commitment to the responsibility of safeguarding and promoting the welfare of young people	.		I
Child Protection	Enhanced DSB disclosure *(to be completed by preferred candidate following interview)*	.		
	Willingness to undertake Child Protection and Recognition of Abuse training when required	.		I

* A = By Application, R = By References, I = Assessed at Interview, T = Skills Test