



## Person Specification

Job Role: Site Manager

<p><b>Education and qualifications</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Good standard of written and oral language skills</li> <li>• Good general education (GCSE Grade C or above in Maths &amp; English, or equivalent)</li> <li>• National Pool Plant Operator</li> <li>• NEBOSH or IOSH certification</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• IWFM Level 4</li> <li>• Fire Warden</li> <li>• Enhanced DBS</li> <li>• First Aid at Work</li> <li>• Membership of National Alliance of School Premises Managers (NASPM), Institute of Workplace Facilities Management (IWFM), or equivalent body</li> <li>• Recognised Trade qualification (e.g. electrical / construction / plumbing / joinery)</li> </ul>
<p><b>Experience</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• At least 3 years' experience in a similar role (not necessarily within the education sector)</li> <li>• Management of a team and commissioning of external contractors</li> <li>• Experience of managing complex building plant / systems</li> <li>• Wet-side operations (lead member of staff for pool plant operations)</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience in a trade, such as electrical, construction, joinery or plumbing</li> <li>• Experience of renovations and major facilities projects</li> <li>• Experience of being a Fire Marshall</li> <li>• Experience of working in an educational setting</li> </ul>
<p><b>Knowledge</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Good understanding of health and safety legislation as applied to buildings and the general workplace</li> <li>• Knowledge of policies and procedures for premises security and the operation of heating, lighting, ventilation, sprinkler and CCTV systems</li> <li>• Knowledge of emergency evacuation &amp; lockdown plans</li> <li>• Willingness to gain knowledge of equipment and machinery specific to the school premises management (e.g. lighting system)</li> <li>• Knowledge of moving and handling procedures</li> <li>• Awareness of health and hygiene procedures</li> <li>• Knowledge of safe storage of equipment and consumables</li> <li>• Understanding of school policies and safeguarding procedures.</li> <li>• Good understanding of relevant trades</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Good understanding of health &amp; safety specifically with educational settings</li> <li>• Knowledge of policies and procedures in relation to school security</li> </ul>



<b>Skills and Abilities</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• A positive attitude and a genuine passion for contributing to the success of our school community</li><li>• A proactive and flexible approach to problem-solving and a commitment to ensuring the safety and well-being of others</li><li>• Excellent organisational abilities with a keen attention to detail</li><li>• Strong practical skills in maintenance, repairs, and facilities management</li><li>• Proactive ability to assess, schedule and prioritise workloads across a team</li><li>• Provide solutions to building maintenance issues</li><li>• Ability to monitor work of external contractors</li><li>• Ability to understand various building management systems &amp; controls</li><li>• Good communication skills with staff, students and external contractors</li><li>• Willingness to undertake training</li><li>• Willingness to work unsociable hours and to undertake indoor and outdoor duties including working at height, dealing with spillages, cleaning, and waste disposal</li><li>• Good ICT skills (ability to use MS Office and learn bespoke systems)</li><li>• Good time management</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Ability to operate and interpret complex building management systems</li><li>• Specific trade experience (e.g. electrical / construction / plumbing / joinery)</li></ul>
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