

SITE MANAGER Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Personal Characteristics	<ul style="list-style-type: none"> • 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 to plan own workload and be aware of other colleagues' priorities • Keen to develop professionally and learn new skills • 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 	
Qualifications / Training	<ul style="list-style-type: none"> • Basic training in one or more of the following: <ul style="list-style-type: none"> ○ plumbing ○ general and grounds maintenance and DIY ○ electrical/building maintenance ○ heating systems ○ decorating • Good ICT skills including use of MS Word, Excel & databases 	<ul style="list-style-type: none"> • Maths & English GCSE or equivalent at Grade C /Grade 4 or above • IOSH Health & Safety Training • Valid driving licence • First Aid qualification • Recognised training/qualifications associated with premises / facilities management or caretaking • Lifting and Handling awareness
Experience	<ul style="list-style-type: none"> • Experience of and competence at basic building repairs and maintenance (including heating, plumbing, carpentry, electrical maintenance, decoration) and grounds maintenance 	<ul style="list-style-type: none"> • Experience of working in a School or other large site management role • Experience of following purchasing requisition and other financial procedures • Experience of undertaking risk assessments

	<ul style="list-style-type: none"> • Experience of communicating effectively with a variety of stakeholders e.g. contractors, cleaners etc. • Experience of managing own time and prioritising workload 	<ul style="list-style-type: none"> • Use of small industrial / electrical / mechanical equipment • Experience of line management of staff • Experience of applying regulations such as Health & Safety, manual handling, COSHH etc.
Knowledge and Skills	<ul style="list-style-type: none"> • Ability to work as part of a team, taking responsibility and prioritising work and meeting challenging deadlines • Excellent organisation and negotiating skills • Knowledge of security systems and related procedures • 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 	<ul style="list-style-type: none"> • Knowledge of School and issues relating to education • Knowledge of the operation of heating, ventilating systems and common causes of malfunctions and energy efficiency measures
Physical Requirements <i>(where the applicant / post holder has a disability, every effort will be made to make reasonable adjustments to enable them to carry out the duties of the post)</i>	<ul style="list-style-type: none"> • Physical ability to carry out manual handling tasks, e.g. lifting, climbing and moving of items 	