

Person specification

Site Manager

September 2026

Attributes	Essential	Desirable	How identified
Qualifications	At least GCSE Grade C or 5 or equivalent in English and Maths Health and Safety training e.g. IOSH Managing Safely or similar	Working towards a facilities management qualification e.g. IWFM or similar Health and Safety Qualification e.g. NEBOSH, IOSH	Application Certification
Experience	Experience in managing facilities within a large school or similar setting Substantial experience of the management and supervision of employees performing similar work. A record of working within a medium sized organisation Proven experience of working within the Education Sector.	Working in a Multi Academy Trust in an equivalent role	Application Interview Reference
Knowledge and skills	Experience of management of the facilities annual operating budget including compliance with financial delegations. Good working knowledge of Microsoft Office including Word, Excel and Outlook Experience of using a Facilities Management system e.g. Every Compliance, Parago or similar Reporting to management on Health and Safety compliance Strong interpersonal, negotiation and communication skills	GDPR and Data Protection in relation to managing personal data Knowledge of safeguarding in schools Knowledge of diversity, inclusivity, wellbeing in relation to positive staff engagement	Application Interview Exercise Reference

Attributes	Essential	Desirable	How identified
	Have a customer focused and flexible approach to work Excellent time management, prioritisation, organisational and administrative skills Initiative and ability to work without direct supervision, taking entire responsibility for tasks, prioritising and scheduling own workload Willingness to develop self and others professionally, maintain up to date knowledge relevant to the role and attend courses as required		Application Interview Exercise Reference
Character	Strong moral purpose, drive for continuous improvement and commitment to a strong People Management culture across all sites. Pro-active in the role Self-motivated with a 'can-do' approach to problem solving. Experience of building and sustaining credible working relationships with a wide range of stakeholders in positive manner Excellent communication skills including verbal and report writing for senior leadership teams and boards Strong attention to detail Full driving licence with access to a car and able to work across various school locations		Application Interview Reference