

Trinity Academy

Person Specification: Site Manager

Key to method of assessment:

AF = Application Form I = Interview C = Certificate R = References

Skills and Abilities	Essential / Desirable	Method of Assessment
<ul style="list-style-type: none">• Demonstrate exceptional management qualities• Have a natural ability to motivate and inspire colleagues• Be forward thinking, proactive and adaptable• Be well-organised with a sound work ethic• Have a critical eye for detail• Have excellent written and verbal communication skills• Develop good working relationships quickly, with a wide range of people• Manage a varied and complex workload and be able to problem solve with initiative• Monitor a budget efficiently and cost effectively• Take pride in the role and the premises and expect the same of others in the team• Have an excellent level of physical fitness• Intermediate computer skills	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF; I; R</p> <p>AF; I; R</p> <p>AF; I; R</p> <p>AF; I; R</p> <p>AF; I</p> <p>AF; I; R</p> <p>AF; I; R</p> <p>AF; I</p> <p>AF; I</p> <p>AF</p> <p>AF; I</p>
Knowledge / Qualifications:	Essential / Desirable	Method of Assessment
<ul style="list-style-type: none">• Evidence a sound knowledge of health and safety legislation• Display extensive technical knowledge of building services	<p>E</p> <p>E</p>	<p>AF; I</p> <p>AF; I</p>

<ul style="list-style-type: none"> NVQ 4 Building Maintenance & Estate Service, Facilities Management or equivalent qualification, or experience in a relevant discipline IOSH H&S management 	D D	AF; I; C AF; I; C
Experience:	Essential / Desirable	Method of Assessment
<ul style="list-style-type: none"> Have excellent project management skills and experience Worked in an educational setting Have proven team leadership experience 	E D D	AF; I AF; I AF; I
Personal qualities:	Essential / Desirable	Method of Assessment
<ul style="list-style-type: none"> A dynamic leader and a teamplayer Values based but outcomes driven for Head, Heart and Soul A genuine care and respect of students and colleagues Integrity Sense of humour Ability to work well under pressure 'Can do attitude' willing to engage in the whole of the Academy's life. 	E E E E E E E	AF; I; R AF; I AF; I; R AF; I I; R AF; I; R AF; I; R
Other requirements:	Essential / Desirable	Method of Assessment
<ul style="list-style-type: none"> Commitment to safeguarding and promoting the welfare of children, young people and adults 	E	AF; I; R