



## Person Specification – Site Manager

Attributes	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> <li>• Good standard of education</li> <li>• Experience working in a relevant discipline</li> <li>• Full Driving Licence</li> <li>• Evidence of reliability and the ability to work on one's own initiative as well as working within a team environment.</li> <li>• Handy person or good DIY Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school.</li> <li>• Health and Safety Qualifications</li> <li>• Category D1 on driving licence</li> </ul>
Skills and Knowledge	<ul style="list-style-type: none"> <li>• Knowledge and understanding of health and safety requirements</li> <li>• General knowledge of building maintenance procedures and relevant skills</li> <li>• Good communication interpersonal skills</li> <li>• IT literate and confident in using IT systems as part of day-to-day role.</li> <li>• Ability to be attentive to detail, work to high levels of competence and adhere to strict deadlines.</li> <li>• Ability to understand and carry out verbal and written instructions and procedures.</li> <li>• Flexible approach to work</li> <li>• Ability to work effectively with outside agencies and contractors</li> <li>• Ability to work independently</li> <li>• Be proactive within the whole school environment</li> <li>• Able to undertake manual work</li> </ul>	<ul style="list-style-type: none"> <li>• To have additional qualifications in line with the role e.g. Officer in charge, Health and Safety, First Aid etc.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Enthusiastic, positive, proactive, conscientious, flexible attitude</li> <li>• Responsible, reliable and honest</li> <li>• Suitability to work with children</li> </ul>	

Vale of Evesham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check, satisfactory references and pre-employment health screening.

