

Site Services Manager

		Essential	Desirable
Qualifications	Good standard of education	*	
	GCSE Grade 4/C or above (or equivalent) in English and Maths	*	
	Health & Safety qualification (e.g. IOSH Managing Safely) or willingness to achieve	*	
	Full UK Driving Licence (with ability to drive a minibus or willingness to train)	*	
	First Aid qualification or willingness to undertake training		*
	Relevant technical, trade, or facilities management qualification		*
Experience and Knowledge	Significant experience in site, estates, or facilities management	*	
	Experience of supervising or line managing staff and coordinating workloads	*	
	Knowledge of statutory compliance requirements including COSHH, Asbestos and Fire Safety	*	
	Experience of contractor management, monitoring performance and compliance	*	
	Understanding of estates management across multiple sites or complex environments	*	
	Experience within an education or public sector setting		*
Abilities and Skills	Ability to plan, prioritise, and coordinate resources across multiple sites with minimal supervision	*	
	Strong leadership skills with ability to motivate, support and develop staff	*	
	Ability to make operational decisions and resolve problems independently within defined procedures	*	
	Effective communication skills with a range of stakeholders including senior leaders and contractors	*	
	Ability to interpret and apply Health & Safety legislation and Trust policies in practice	*	
	Competent IT skills for compliance records, reporting and scheduling	*	
	Ability to manage competing priorities and respond flexibly to service needs	*	
	Commitment to continuous professional development	*	
Other	Ability to act as a key holder and respond to emergency callouts outside normal working hours	*	
	Physically capable of undertaking manual handling and site-based duties	*	
	Flexible approach to working hours including evenings, weekends and school holidays where required	*	
	Demonstrates responsibility for maintaining a safe environment for pupils, staff and visitors	*	

	Ability to work collaboratively and contribute to positive team culture	*	
	Reliable, organised and able to maintain confidentiality	*	
	Ability to act as a key holder and respond to emergency callouts outside normal working hours	*	

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and
- Attitudes to use of authority and maintaining discipline.