

Person Specification
Site Manager

QUALIFICATIONS & EXPERIENCE	Essential	Desirable
Relevant Site Manager qualifications (CIPD, DSBM, BIFM)		✓
Relevant Health & Safety qualifications (IOSH, NEBOSH)		✓
An understanding of a performance management review process and the importance of its implementation	✓	
QUALITIES & KNOWLEDGE - SHOW EVIDENCE OF:	Essential	Desirable
Displays a high level of personal drive, self-motivation and energy to promote the core objectives of the school	✓	
Understands the need to prioritise work to support the school's key goals and functions	✓	
Experience in a maintenance background	✓	
Experience in managing a number of projects	✓	
Experience in education sector operations		✓
Experience of first response maintenance reporting	✓	
Experience using BMS software and security systems		✓
Experience of general security protocol		✓
Experience of working with cleaning chemicals and cleaning specifications, including monitoring of the cleaning function		✓
Experience undertaking health and safety checks and monitoring	✓	
Understand the school's policies on health and safety and risk management	✓	
SKILLS, BEHAVIOUR & QUALITIES	Essential	Desirable
Communicates orally in a clear, fluent, concise and appropriate manner both face to face and over the telephone	✓	
Co-operates and works well with others in a small team	✓	
Produces written communications that are clear, accurate and accessible	✓	
Co-operates and works well with others in pursuit of team goals, supporting others	✓	
Makes rational, realistic and sound decisions based on consideration of all the facts and alternatives available	✓	
High level organisation and prioritisation skills	✓	

PERSONAL QUALITIES	Essential	Desirable
Seizes opportunities and takes the initiative to move forward in a positive manner	✓	
Adaptable and comfortable with new ideas and demands	✓	
Seeks out and listens to the needs of a wide range of customers	✓	
Ensures employees work to customer service standards and seeks regular feedback	✓	
COMMITMENT	Essential	Desirable
Demonstrate a commitment to:		
Equalities and the Equalities Act 2010	✓	
Promoting the school vision and ethos	✓	
High ethical standards	✓	
Relating positively to and showing respect for all members of the school and wider community	✓	
Ongoing relevant professional self-development	✓	
Safeguarding and child protection	✓	