



Person specification – Site Manager

Requirement	Essential (E) or Desirable (D)	Assessed via Application (A), Interview (I)
Experience		
Experience of working in a school or other site management role	D	A
Considerable DIY experience at the level of minor maintenance	E	A
Experience of overseeing other works, i.e., contractors, cleaners etc. and of undertaking responsibility for the care and maintenance of premises	E	A
Experience of managing own time and prioritising workload	E	A/I
Demonstrate ability to effectively plan, prioritise and deliver to a high standard	E	A
Experience in recording a range of information to meet statutory and compliance requirements using manual and computerised systems	E	A
Experience in effectively using a range of communication methods	E	A/I
Experience in people management and partnership working	E	A
Experience in working with children and young people	D	A
Qualifications/Training		
Good general education (Maths, English, and IT)	E	A
Valid UK driving licence	D	A
First Aid at Work (or willing to work towards)	E	A
Knowledge/Abilities		
Knowledge of basic site maintenance and good practices in building services, i.e., heating, plumbing, carpentry, electrical etc	E	A/I
An understanding of Risk Assessment and Health & Safety legislation, with ability to follow good practice, policy and procedures	E	A/I

Knowledge of regulations such as manual handling, COSHH, legionella and asbestos	E	A/I
Ability to organise, carry out and monitor maintenance, repairs and refurbishment as required	E	A/I
Ability to plan long term site maintenance and think innovatively to problem solve	E	A/I
Ability to work as part of a team, taking responsibility and prioritising work and meeting challenging deadlines	E	A/I
Ability to role model leadership behaviours including providing encouragement, support and assistance to colleagues at all levels	D	A/I
Ability to work in sometimes disagreeable conditions e.g., unblocking drains, gulley's and toilets	E	A/I
Ability to manage a wide range of resources	E	A/I
Good ICT skills in use of MS Office, email and other software	E	A/I
Personal Qualities		
Resilience, adaptability and responsive to change	E	I
Highly motivated self-starter with initiative to make things happen	E	I
Completer/finisher	E	I
Quality and standards driven	E	I
Working Practices		
Committed to safeguarding and protecting the welfare of children/young persons	E	A/I
Willingness to work flexibly including out of hours if necessary	E	I
Willingness to travel and work in all schools within the Trust if necessary	E	I
Committed to continuing CPD	E	A/I