



PERSON SPECIFICATION

Site Manager

Qualifications, training and education

- First Aid qualification desirable but not essential.
- IOSH Managing Safely desirable, or willingness to work towards this qualification.
- Legionella Responsible Person training desirable, or willingness to work towards this qualification.

Skills and abilities

Organisation and planning

- Demonstrable experience of working in a similar environment.
- Ability to prioritise tasks so that premises, maintenance, security and safety requirements are addressed in a timely and proportionate way.
- Ability to take initiative and work independently where decisions are needed to support a safe, secure and well-maintained school environment.
- Ability to work within a team environment, contributing to coordinated site operations and continuity of support.
- A sense of responsibility and ownership in relation to premises, buildings, grounds and the wider school environment.

Communication

- Communication and interpersonal skills sufficient to work constructively with school leaders, colleagues, students, parents and carers, contractors and external agencies.
- Ability to maintain confidentiality at all times in relation to school, Trust and stakeholder information.

Technical skills

- IT skills, including use of Outlook, Excel and database software.
- Knowledge of Health and Safety in relation to buildings maintenance.
- Knowledge and experience of maintenance of buildings.



OAK TREE SCHOOL

PERSON SPECIFICATION

- Ability to travel across schools within the Trust, hold a full UK driving licence and have own transport.

Personal qualities

- A proactive and flexible approach to work.
- Commitment to self-development and willingness to learn and develop personal skills.

Line Management

- Demonstrate empathetic leadership of your team
- Confident in holding difficult, sensitive or challenging conversations with team members.
- Approachable and flexible, with good listening skills to support managing and co-ordinating a team.

Requirements specific to the role

- All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.
- To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.
- Suitability to work with children.
- Enhanced DBS clearance required.