



Sacred Heart Catholic Primary School

Person Specification	
Site Manager	
Essential	Desirable
Professional Qualifications and Training	
<ul style="list-style-type: none"> Educated to a satisfactory standard in order to communicate effectively, both written and oral. 	<ul style="list-style-type: none"> Average English and Maths Qualifications.
Knowledge, skills and abilities	
<p>The Site Manager should have knowledge and understanding of:</p> <ul style="list-style-type: none"> the basic principles of site management; the importance of Health & Safety manage and oversee cleaning contractors techniques for the repair of damaged or defective equipment or resources. <p>The Site Manager will be able to:</p> <ul style="list-style-type: none"> use practical skills to improve the site and buildings maintain adequate records of regular checks and readings anticipate and reduce risk where possible deal with emergencies and problems in a positive and systematic manner be aware of the budget for repairs and resources proactive and work on own initiative work alone when required, showing good self-motivation communicate effectively (both orally and in writing) to a reasonable standard maintain good relationships and contact with external contractors 	<p>In addition the site manager might have knowledge of specific site issues:</p> <ul style="list-style-type: none"> Security Health & Safety Fire Alarms COSHH regulations. <p>In addition, the Site Manager might be able to:</p> <ul style="list-style-type: none"> show knowledge and understanding of Health and Safety regulations. Update records on Statlog (Premises Management System, training will be given) use relevant tools and other equipment to make repairs and improvements develop more efficient and cost-effective ways of working
Personal Qualities	
<ul style="list-style-type: none"> Enthusiasm Loyalty, good timekeeping and reliability Demonstrates excellent social skills Flexibility Interest in caring for school pupils and staff To be a proactive member of the school community 	<p>In addition, the site Manager should have:</p> <ul style="list-style-type: none"> An interest in professional self-development A willingness to contribute to the wider life of the school