

Site Manager

Person Specification

Qualifications & Experience	Essential	Desirable
Relevant Facilities Manager qualification (CIPD, DSBM, BIFM)	✓	
Relevant Health & Safety qualification (IOSH, NEBOSH)		✓
Displays a high level of personal drive, self-motivation and energy to promote the core objectives of the School	✓	
Has an understanding of a performance management review process and the importance of its implementation	✓	
Qualities and Knowledge - show evidence of:		
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 & security systems		✓
Experience of general security protocol		✓
Experience of working with cleaning chemicals and cleaning specifications, including monitoring of the cleaning function		✓
Experience undertaking H&S checks and monitoring at a multi-building site		✓
Skills, Behaviour and Qualities	Essential	Desirable
Communicates orally in a clear, fluent, concise and appropriate way both face to face and via 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	✓	
Can use IT to effectively manage the school's CCTV and associated IT programmes.		
Makes rational, realistic and sound decisions based on consideration of all the facts and alternatives available	✓	

• High level organisation and prioritisation skills	✓	
Behaviours and Competencies	Essential	Desirable
• Understand the School's policies on health and safety and risk management	✓	
• Seizes opportunities and takes the initiative to move forward in a positive manner	✓	
• Is 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 Equality 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.	✓	

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.