



## Person Specification

### Site and Safety Manager

Criteria	Qualities	Essential	Desirable
<b>Qualifications and training</b>	<p>Qualified by experience - Experience of caretaking or premise management, health and safety, building cleaning or building management.</p> <p>COSHH IOSH</p>		
<b>Experience</b>	<p>Experience of caretaking or premise management, health and safety, building cleaning or building management:</p> <p>Able to work out of hours for lettings Carry out reasonable Porterage duties Carry out general repairs Use cleaning equipment, DIY skills such as painting, decorating etc</p> <p>Technical Skills:</p> <p>Use of a range of basic tools and machinery, e.g. Lawnmowers, kitchen equipment, cleaning equipment, etc</p> <p>Day to day operational maintenance of plant and equipment, e.g. topping up fluids (oil, petrol, diesel, cleaning fluids, etc.), shelf stacking, etc.</p> <p>Operate intruder alarms and carry out security procedures</p> <p>Operate heating and lighting equipment and maintain correct temperatures</p>		



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<p>Skills and knowledge</p>	<p>Willing to work as part of a team:</p> <p>Be able to work to deadlines. Be able to manage and prioritise own work effectively. Flexibility. Able to use own initiative.</p> <p>Cleaning:</p> <p>Ability to lift and carry heavy items. Able to work to specific standard in internal and external areas</p> <p>Planning and Organising:</p> <p>Can organise own work load. Can prioritise work and deliver on time. Follows work routines / instructions. Working with people Understands the requirement for working with others and in teams. Able to form effective working relationships required for the job Able to deal with others courteously Able to deal with confidential matters in an appropriate manner.</p> <p>Health and Safety:</p> <p>Understands and able to apply Health and Safety procedures relevant to the job</p> <p>Other:</p> <p>An awareness of, and commitment to, equality of opportunity Awareness of, and commitment to, confidentiality and handling data</p>		
<p>Personal qualities</p>	<p><b>Dependability &amp; Reliability:</b> Since they are typically responsible for unlocking and locking the <a href="#">School Site Security and Access Guide</a> at exact times and responding to emergency callouts.</p>		



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	<p><b>Exceptional Communication:</b> The ability to effectively liaise with headteachers, teaching staff, contractors, and cleaning teams.</p> <p><b>Calm Under Pressure:</b> Resilience when dealing with unforeseen emergencies, facility failures, or difficult situations.</p> <p><b>Proactivity &amp; Initiative:</b> The capability to spot potential hazards, conduct Building Risk Assessments, and troubleshoot maintenance issues without constant supervision.</p> <p><b>Safeguarding Awareness:</b> An unwavering commitment to the safety and well-being of young people, ensuring the site is secure and child protection protocols are strictly followed.</p>		
<p><b>Reasons for working with children and young people</b></p>	<ul style="list-style-type: none"> <li>• Clear articulation of wanting to help young people achieve their potential, build self-esteem, and develop new skills.</li> <li>• The candidate views the position as supportive, educational, and developmental.</li> <li>• An understanding that professionals must maintain appropriate, safe relationships with children, young people and their families.</li> <li>• Recognition of the need for fair, consistent discipline and the ability to challenge inappropriate behavior without being authoritarian or punitive</li> </ul>		