## THE WESTGATE SCHOOL Person Specification Site Manager

Qualifications and training	Essential	Desirable
Educated to GCSE level Grade C or equivalent including Mathematics and English	٧	
Current valid UK driving licence	٧	
Knowledge Able to evidence and apply knowledge and understanding of:	Essential	Desirable
All relevant legislation and systems applicable to support services which includes:  Health & Safety, building regulations, Environmental, Fire safety, legislation and guidelines regarding disabled access and disability in the workplace, space standards Contract law and Project Management		V
Trade qualifications (eg plumbing, electrics, carpentry) Plant maintenance at a basic level, including statutory and non-statutory testing Understanding of mechanical and electrical systems	√ √	٧
Skills and abilities Able to demonstrate evidence of:	Essential	Desirable
Excellent interpersonal, skills including managing the relationships between external contractors, stakeholders and internal teams  Construction Skills  Competent ICT skills (including Excel) and the ability to use e-communication tools  Dealing with a number of tasks simultaneously.  Communicating effectively and diplomatically both verbally and in writing at all levels.  Minibus certificate	V V V	V
Successful proven experience of:	Essential	Desirable
All aspects of premises management, including maintenance repairs, health & safety compliance and contractor management	٧	
Working to tight deadlines in a calm unflustered manner	٧	
Managing change effectively; able to respond to new requirements rapidly and effectively	٧	
Lead and manage the site and cleaning teams	٧	

Personal qualities, attitudes and approaches The successful candidate will:	Essential	Desirable
Show enthusiasm, initiative and commitment to ensure that best practice is embedded throughout the school	٧	
	٧	
Be proactive, and demonstrate a hands-on approach where necessary	٧	
Be committed to achieving and delivering excellence and success	٧	
Be committed to learning and continuous personal professional development	٧	
Be an inspirational, creative thinker able to turn ideas into practical solutions	٧	
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Make sound decisions and convey outcomes clearly, and positively	v	
Suitable to work with children	٧	
Have good command of the English Language both orally and in writing	٧	
Able to work independently and as part of a team	٧	
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Prepared to work flexibly within reason		
Be reliable and patient	٧	
Demonstrate a methodical and organised approach to work	٧	
Demonstrate a methodical and organisca approach to work	V	
Good sense of humour		