

Person Specification – Site Manager

All post-holders are expected to demonstrate a commitment to equal opportunities and a proven ability to work effectively in culturally and linguistically diverse classrooms. This person specification is related to the requirements of the post as determined by the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification and you should refer to these.

Description	Essential	Desirable
Skills/Professional Qualities:		
❖ Excellent ICT Skills	✓	
❖ Effective communicator and presenter – written and verbal	✓	
❖ Ability to prioritise, plan and implement appropriately	✓	
❖ Ability to build positive relationships with a wide range of people	✓	
❖ Ability to deal with people in a professional, assertive and diplomatic manner	✓	
❖ Excellent attention to details	✓	
❖ Ability to represent the school on behalf of the Governors/Executive Head Teacher / Head of School	✓	
Qualifications and Training:		
❖ Proven experience in a caretaking role which include repairs and maintenance or skills in a trade.	✓	
❖ Experience of working with external contractors	✓	
Knowledge and skills		
❖ Computer Literate	✓	
❖ Property management	✓	
❖ Management of a range of inhouse services – cleaning, premises management and catering	✓	
❖ Knowledge of health and safety management and risk assessment	✓	
❖ Experience of producing bids for grants		✓
❖ The ability to understand and apply regulations such as health & safety, manual handling, COSHH, Legionella, etc.	✓	
❖ An understanding of Health & Safety and security issues.	✓	
❖ Awareness and understanding of safeguarding responsibilities in relation to Keeping Children Safe in Education	✓	
Personal Qualities		
❖ Ability to lead a team, understanding service roles and responsibilities and your own position	✓	
❖ Ability to work calmly and patiently under pressure and meet deadlines	✓	
❖ A patient and positive, enthusiastic attitude; prepared to adapt when necessary	✓	
❖ A flexible and solution focused approach to work (A 'can do' philosophy; someone who finds solutions to problems.)	✓	
❖ To demonstrate a commitment to the school vision, aims and ethos, its school community, and the school improvement agenda	✓	
❖ To have a commitment to safeguarding and equality	✓	
❖ Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post.	✓	

❖ Ability to maintain accurate records.	✓	
❖ Ability to manage own time effectively and demonstrate initiative, including establishing priorities and managing workflow whilst maintaining a flexible approach to respond to urgent requests.	✓	
❖ Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school including undertaking a range of repairs and maintenance tasks.	✓	
❖ Ability to use range of tools/cleaning equipment relevant to post.	✓	
❖ Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies.	✓	
❖ Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely	✓	
❖ Flexible – prepared to work occasional hours outside normal working hours.	✓	
❖ A personable nature to build effective relationships with parents/members of the community	✓	
❖ A lively, creative, good-humoured approach to all aspects of work life	✓	
❖ Ability and willingness to promote the school's aims, positive culture and ethos	✓	
❖ Understanding of and commitment to the school policies	✓	

Notes:

This job description may be amended at any time consultation with stakeholders/post holder