

# SITE MANAGER

## Person Specification

The person specification outlines the key abilities, skills and experience we require in our Site Manager. The selection panel will assess each candidate against these criteria, expecting candidates to demonstrate knowledge and understanding of each area and to show evidence of having applied (or awareness of how to apply) this knowledge in the school context.

SKILLS, ABILITIES AND EXPERIENCE	ESSENTIAL (E) DESIRABLE (D)	IDENTIFIED BY
<b>Qualifications and Experience</b>		
Ability to undertake routine maintenance and minor repairs	E	Application Form/Interview
Risk Assessment experience	D	Application Form/Interview
Staff management experience	D	Application Form/Interview
Experience or skills in a trade	D	Application Form/Interview
Have recognised training/qualifications or experience associated with premises management	D	Application Form/ Certificates
Risk Assessment qualification	D	Application Form
Further / continued CPD	D	Interview
<b>Safeguarding Children</b>		
Committed to and has a clear understanding of safeguarding and promoting the welfare of children and young people.	E	Interview/ reference
<b>Skills and Attributes</b>		
Competent in basic repairs and maintenance	E	Application Form/Interview
Able to understand and apply regulations such as Health and Safety, Manual Handling, COSHH, Legionella etc. or willing to be trained	E	Application Form/Interview
Able to operate and understand electrical/mechanical systems/willing to receive training	E	Application Form/Interview
Able to use small industrial, electrical and mechanical equipment	E	Application Form/Interview

Able to adhere to the school's policies and procedures and most importantly the Equal Opportunities Policy, Child Protection Policy and all Health and Safety related policies.	E	Application Form/Interview
Able to perform the physical tasks required by the post, including lifting, carrying and pushing equipment	E	Application Form/Interview
Able to gather information and problem solve	E	Application Form/Interview
Able to comply with Health and Safety regulations to ensure that all duties are carried out safely	E	Application Form/Interview
Able to manage stock and order equipment and cleaning materials	E	Application Form/Interview
Sound planning and negotiating skills	D	Application Form/Interview
Good IT Skills (using Windows and Microsoft Office)	D	Application Form/Interview

### Professional Values

High expectations	E	Application Form/Interview
Commitment to the personal welfare and safeguarding of children and staff	E	Application Form/Interview
Must be aware of / willing to undertake induction training covering policies and procedures relating to Safeguarding and Child Protection, confidentiality and data protection, reporting all concerns to an appropriate person	E	Application Form/Interview
Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school	E	Application Form/Interview

### Personal Qualities

Able to prioritise, manage workflow and maintain a flexible approach in order to respond to urgent requests	E	Letter of Application/Interview
Able to manage own time effectively and demonstrate initiative including establishing priorities	E	Letter of Application /Interview
Good communication skills	E	Letter of Application/Interview
Able to be flexible and work as part of a team or individually as required	E	Application Form/Interview
Able to contribute to the overall ethos / work aims of the school	E	Application Form/Interview