

PERSON SPECIFICATION Job Title: Site Manager		
CRITERIA	E or D	
Experience and knowledge: <ul style="list-style-type: none"> • Successful experience of managing facilities • Successful experience of managing teams • Responsibility for Health and Safety • Successful experience of working in an education environment or with children • Successful experience of leading and managing contracts (working with contractors), Tender, provision, management and evaluation. • Security, including alarm systems 	E E E D E E	AF/I AF/I AF AF AF
Qualifications: <ul style="list-style-type: none"> • NEBOSH Qualification in Health and Safety (or working towards) • Membership to a Health and Safety Body e.g. IOSH • First aid qualifications 	D D D	AF AF
Skills: <ul style="list-style-type: none"> • High level communication and organisational skills • Ability to manage time and prioritise well, meet deadlines and work under pressure • Able to deal with emergency situations • Good basic maintenance skills to include: • Painting and Decorating. • Plumbing - un-blocking sinks, traps and waste pipes. Adjustment and re-fitting washers on taps. • Joinery - first line maintenance of fixtures and fittings, examples: tightening screws on window hinges, maintenance on door handles, minor repairs as a temporary measure after vandalism etc. 	E E E E	I I I AF
Personal Qualities: <ul style="list-style-type: none"> • Support young people with patience, persistence, sensitivity and a commitment to their success • Ability to relate well to children and adults • Ability to work under pressure and to deadlines. • Ability to work flexibly, independently and as part of a team • To have a polite, friendly and flexible approach to work • To remain calm and professional at all times • To be reliable and punctual • To have a sense of humour 	E E E E E E D	AF/I AF/I AF/I I AF/I AF I
Physical requirements: <ul style="list-style-type: none"> • Be reasonably fit to carry out the duties of the job • Able to carry out some manual handling and lifting • Able to carry out work at high levels using appropriate equipment 	E E E	

Other: <ul style="list-style-type: none"> • Support and be committed to our values-led approach to education to support the holistic development of children. • Willingness to work flexibly to meet the requirements of the post in particular at peak times. • This post requires an Enhanced DBS check • Committed to equal opportunities and be willing to adhere to all Policies and Procedures including Safeguarding. • Willing to undertake training as required 	D	AF/I
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Key

A/F - Application Form

I – Interview

E – Essential

D – Desirable