

## Person Specification for the post of Site Manager

The Site Manager should have:

### 1) Education and Training:

	Essential / Desirable	Method of Assessment
<ul style="list-style-type: none"> <li>• 5 GCSE's including English and Maths GCSE at Level 4 or above.</li> <li>• Hold a First Aid qualification, or be willing to undertake this immediately.</li> <li>• IOSH Managing Safely qualification</li> <li>• Caretaking NVQ Level 2</li> <li>• Recognised trade qualification in plumbing, carpentry or electrical</li> </ul>	E E D D D	Application / Interview

### 2) Relevant Experience:

	Essential / Desirable	Method of Assessment
<ul style="list-style-type: none"> <li>• Proven experience of managing complex facilities, including leading internal teams and contractors, and maintaining high standards of quality.</li> <li>• Excellent organisation skills to ensure adequate resourcing of caretaking, cleaning and grounds maintenance in line with school requirements.</li> <li>• A working knowledge of building technology and managing routine, planned and preventative maintenance.</li> <li>• A working knowledge of relevant health and safety processes and understanding of CDM regulations.</li> <li>• Experience of building strong working relationships with stakeholders (e.g. staff, pupils, parents and carers, visitors).</li> <li>• Experience of working to strict deadlines and conflicting priorities.</li> <li>• Experience of working in a school setting, Local Authority building services, or similar.</li> </ul>	E E E E E E D	Application/Interview/References

### 3) Aptitude and Skills:

	Essential / Desirable	Method of Assessment
<ul style="list-style-type: none"> <li>• High level of accuracy and attention to detail.</li> <li>• Good communication skills, verbal and written.</li> <li>• Ability to use Microsoft packages such as Word, Outlook, Excel and PowerPoint, and other IT systems.</li> <li>• Ability to produce accurate records and reports in a timely manner to meet deadlines.</li> <li>• Hold or be willing to gain a First Aid Qualification and act as First Aider in school.</li> <li>• Working knowledge of strong filing systems and archive requirements.</li> </ul>	E E E E E E	Application/Interview/References

#### 4) Personal Qualities to include:

	Essential / Desirable	Method of Assessment
<ul style="list-style-type: none"> <li>• Demonstrates an ability to be work collaboratively, using creativity to solve difficult issues.</li> <li>• To be an active member of the site team, ensuring workload is fairly distributed.</li> <li>• Ability to work flexibly, outside of normal working hours if required.</li> <li>• Demonstrates a professional manner at all times.</li> <li>• A proven record of managing internal stakeholders and build effective relationships.</li> <li>• Ability to contribute to the Christian ethos in the Trust.</li> <li>• To be reliable and conscientious</li> <li>• A commitment to working as part of the whole school/Trust team and support the vision and aims of the Academy.</li> </ul>	E E E E E E E E	Application/Interview