

Person Specification: Site Manager

Area	Criteria		Evidence
	Essential	Desirable	
Qualifications	<ul style="list-style-type: none"> • IOSH or equivalent or prepared to undertake • Maths and English at level 4 or high or equivalent 		Application Certificates
Experience & Knowledge	<ul style="list-style-type: none"> • Knowledge of COSHH and management of this • Ability to use Microsoft Office 	<ul style="list-style-type: none"> • Recent experience in building maintenance, or similar work • Site Manager experience at a school setting and understanding of school policies and frameworks • Experience of development of sites or buildings. • Knowledge of CDM Regulations • Experience of serving and managing lettings. • Experience in the management of swimming pool plant and equipment (if appropriate) • Experience of managing cleaning in contract / industrial setting / environment • Experience of overseeing health and safety on premises surveys and giving advice and guidance relating to health and safety • Experience of working with and managing contractors 	Application Interview Presentation References
Skills and Aptitude	<ul style="list-style-type: none"> • Clear vision for maintaining and developing school site • Ability to manage staff and delegate work according to priorities • Ability to respond to changing priorities 	<ul style="list-style-type: none"> • Manual Handling experience and training • Ladder safety training and experience 	Application Interview Presentation References Tasks

	<ul style="list-style-type: none"> • Ability to communicate effectively at all levels • Ability to take constructive feedback well and respond in a positive manner to achieve improvements • Practical skills to support day to day maintenance of sites. • Good time management and organisational skills • UK Driving licence 		
Commitment and attributes	<ul style="list-style-type: none"> • Flexible approach to working arrangements in line with the duties of the post • Willingness to undertake training to advance experience and knowledge and to ensure that up to date procedures and legislation is followed • Able to use own initiative • Able to form strong and effective relationships with adults and children. • Good sense of humour and a positive outlook • Ability to comply with the Trust's relevant policies • Capacity for independent travel in line with the duties and requirements of the post including between trust schools. • A safe and appropriate person to work with children. 		Application Interview References DBS