PERSON SPECIFICATION – Site Manager

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|  | ESSENTIAL | DESIRABLE |
| QUALIFICATIONS | * Hold recognised training/ qualifications associated with premises management or be willing to undertake these * The ability to understand and apply regulations such as health & safety, manual handling, COSHE, Legionella etc * The ability to operate and understand electrical/mechanical systems * Risk Assessment experience/qualification * First aid or willingness to complete this qualification and to keep updated | * Evidence of relevant training, for example Asbestos Awareness, Ladder training, Legionella training, Manual Handling, etc. |
| EXPERIENCE | * Competent at overseeing or completing basic building repairs and maintenance * Staff management experience | * Experience or skills in a trade Experience in a similar post in a school or other setting * Experience or skills in a trade |
| SKILLS, ABILITIES & ATTITUDES | * Awareness and understanding of Child Protection issues and Safeguarding practices * An understanding of Equal Opportunities and how it is implemented * To be able to use small industrial, electrical and mechanical equipment * Ability to maintain appropriate professional relationships and boundaries with pupils, parents, colleagues and other outside agencies * Ability to communicate effectively with colleagues and outside agencies in person and by email * Ability to carry out minor repairs * Understanding of health and safety requirements of a large site and the ability to recognise and take action to avoid potential risks under Health & Safety legislation * A clear understanding of asbestos management and monitoring * A clear understanding of fire maintenance and monitoring * A clear understanding of legionella monitoring and reporting * Ability to be flexible, adaptable and willing to undertake a variety of tasks * Good IT skills or willingness to be trained to the level required * Good literacy and numeracy skills * Be willing to undergo training as required and for self-development * Be able to use your own initiative; * Be able to contribute to the strategic development plan for the school site * And any other duties as commensurate with the post | * Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post * Good communication skills * Excellent numeracy and literacy skills * Sound planning and negotiating skills * Ability to gather information, analyse data and problem solve * Ability to manage own time effectively and demonstrate initiative including establishing priorities * Ability to prioritise and manage 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 * Ability to manage people directly and indirectly * Ability to adapt to changing and conflicting demands * Ability to be flexible and work as part of a team or individually as required * Ability to demonstrate an understanding of children * Ability to contribute to the life of the school * 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 |