

Person Specification – Site Manager

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> NVQ Level 3 qualification in Caretaking (or equivalent) 	<ul style="list-style-type: none"> Trauma Informed Practice First Aid Safeguarding NVQ Level 4 qualification in Caretaking/Site Management (or equivalent) Full Driving License (at school's discretion)
Experience	<ul style="list-style-type: none"> Experience of working as a caretaker or site supervisor Experience of supervising staff Ability to write maintenance programmes Experience of planning and programming work Ability to write specifications Budget management 	<ul style="list-style-type: none"> Experience of testing portable electrical equipment Experience of designing and delivering training Experience of writing and implementing policies Experience of managing contractors Experience of working within a school
Professional Attributes	<ul style="list-style-type: none"> Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard Ability to organise, lead, motivate, manage and develop a team. High level of personal motivation and the ability to inspire and motivate others. Ability to resolve conflict Ability to develop effective working relationships and work as part of a team Excellent oral and written communication skills Flexible attitude to work and school life High level of personal and professional standards and high expectations of themselves and others. Good attention to detail. Responds well to a challenge The ability to relate well to all members of the school community and demonstrate effective communication skills when dealing with all stakeholders, e.g., pupils, staff, members of the public, contractors, etc Good sense of humour. Awareness of Health & Safety issues Knowledge of the concept of confidentiality Ability to work under pressure in a constantly changing and demanding environment Ability to both follow direction and work under own initiative 	
Skills and Abilities	<ul style="list-style-type: none"> Ability to work in an organised and methodical way Ability to pro-actively engage with the local community Good time management skills, the ability to prioritise work, strong organisational skills and record keeping skills. Ability to contribute ideas for developing the site Ability to monitor performance and ensure contract compliance Excellent customer service skills Knowledge of Health & Safety legislation Knowledge of CoSHH legislation Knowledge of processes for engaging contractors Knowledge of recruitment & selection procedures Excellent numeracy skills Basic DIY, maintenance and repair skills Ability to use powered tools and equipment relevant to the role (e.g., drill, floor buffer) databases, word processing packages) Effective administrative skills An enthusiastic and flexible approach to work Honesty, reliability, integrity and commitment Highly developed interpersonal skills Ability to support and work as part of a high performing team. Ability to work under pressure and meet deadlines. Flexibility and a willingness to adapt to changing circumstances. 	

	<ul style="list-style-type: none"> • Strong literacy, numeracy and ICT skills (i.e., working knowledge of emails, spreadsheets, databases, word processing packages) 	
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Other (including special requirements)</p>	<ul style="list-style-type: none"> • Commitment to equality, diversity and inclusion • Commitment to health and safety • Commitment to Continued Professional Development / attending training and courses relevant to the post • Willingness to work occasionally outside of contracted hours (e.g. Parents' evenings, lettings) • Willingness to respond to emergency callouts • Satisfactory attendance record/commitment to regular attendance at work • Highly motivated. • Commitment to the school's values. • Maintain high professional standards. • Responds well to a challenge. • Commitment to ensure that all children in your care are safe from harm / knowledge of safeguarding issues 	<ul style="list-style-type: none"> • Willingness to become a first aider