

Lancashire County Council

Grade Profile – Site Manager (Grade 6)

Person specification form		
Post title: Site Manager	Grade: Grade 6	
Directorate: Children and Young People	Post number:	
Establishment or team:		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications		
NVQ Level 3 qualification in Caretaking (or equivalent)	E	
NVQ Level 4 qualification in Caretaking/Site Management (or equivalent)	D	
Full driving licence (at School's discretion)	D	
Experience		
Experience of working as a caretaker or site supervisor	E	
Experience of supervising staff	E	
Experience of writing maintenance programmes	E	
Experience of planning and programming work	D	
Experience of writing specifications	E	
Experience of budget management	E	
Experience of testing portable electrical equipment	D	
Experience of designing and delivering training	D	
Experience of writing and implementing policies	D	
Experience of managing contractors	D	
Experience of working within a school	D	
Knowledge, skills and abilities		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard	E	
Ability to organise, lead, motivate, manage and develop a team	E	
Ability to resolve conflict	E	
Ability to develop effective working relationships	E	
Attention to detail skills	E	
Ability to work as part of a team	E	

Excellent oral and written communication skills	E	
Flexible attitude to work	E	
Ability to work in an organised and methodical way	E	
Ability to pro-actively engage with the local community	E	
Time management skills	E	
Ability to contribute ideas for developing the site	E	
Ability to monitor performance and ensure contract compliance	E	
Excellent customer service skills	E	
Knowledge of Health & Safety legislation	E	
Knowledge of CoSHH legislation	E	
Knowledge of processes for engaging contractors	E	
Knowledge of Recruitment & Selection procedures	E	
Excellent numeracy skills	E	
Basic DIY, maintenance and repair skills	E	
Ability to use powered tools and equipment relevant to the role (e.g. drill, floor buffer)	E	
IT skills (i.e. working knowledge of spreadsheets, databases, word processing packages)	E	
Effective administrative skills	E	
Other (including special requirements)		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I
4. Commitment to undertake relevant development	E	
5. Willingness to work occasionally outside of contracted hours (e.g. Parent evenings, lettings)	E	
6. Willingness to respond to emergency callouts	E	
7. Satisfactory attendance record/commitment to regular attendance at work	E	
Note: We will always consider your references before confirming a job offer in writing.		