



## PERSON SPECIFICATION

### SITE MANAGER Grade 6



Attributes	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>4 GCSE's or equivalent in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>IOSH/H&amp;S qualification</li> <li>First Aid training qualification</li> <li>NVQ 2 or equivalent qualification</li> <li>Formal or informal training to demonstrate and understanding of Health &amp; Safety, manual handling, COSHH, Legionella, etc.</li> </ul>
<b>Training and Experience</b>	<ul style="list-style-type: none"> <li>Experience of caretaking or premises management, building cleaning or building management</li> <li>Use of general cleaning equipment</li> <li>Taking responsibility for security of a building</li> <li>Experience of managing COSHH</li> </ul>	<ul style="list-style-type: none"> <li>Use of commercial cleaning equipment</li> <li>Use of commercial site maintenance equipment</li> <li>Experience of working in a school or education setting</li> <li>Experience of BMS system and reporting</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>To be able to carry out DIY and handyperson general repairs without guidance</li> <li>Ability to work at heights (roof access will be required)</li> <li>Ability to follow and comply with instructions on equipment and/or materials usage</li> <li>Willingness to work as part of a team</li> <li>Ability to work to deadlines</li> <li>Ability to manage own work effectively</li> <li>Able to use own initiative</li> <li>Ability to carry out Health and Safety checks and maintain relevant records</li> <li>Knowledge of security systems</li> <li>Knowledge of relevant H&amp;S policies/code of practice/legislations including COSHH, manual handling procedures and precautions</li> <li>Willingness to participate in development and training opportunities</li> <li>Good communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Plumbing/joinery skills</li> <li>Ability to manage BMS systems and reporting</li> <li>Ability to manage COSHH</li> <li>Knowledge of fire safety legislation</li> <li>Computer literate, good ICT skills</li> <li>Basic level of administrative skills</li> </ul>

<b>Professional Skills</b>	<ul style="list-style-type: none"> <li>• Ability to assist in promoting the school's ethos, values and aims positively</li> <li>• Ability to prioritise and organise both own and others workloads</li> <li>• Ability to work independently, using your own initiative</li> <li>• Excellent time management and organisational skills</li> <li>• Ability to work under pressure whilst remaining calm</li> <li>• Ability to work to deadlines</li> <li>• Ability to maintain good relationships within the staff team</li> <li>• Ability to communicate effectively with a wide range of people including colleagues, pupils, parents, governors and suppliers</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Willing to work outside of normal hours if required</li> <li>• Able to undertake the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post</li> <li>• Desire to learn and develop new skills to improve their understanding of the role and function</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to participate in and support the life of the school</li> <li>• Commitment and enthusiasm for environmental issues</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Committed to the Trust's policies on safeguarding, inclusion and equal opportunities</li> </ul>	

**All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school. This post is subject to an Enhanced DBS check.**