



Person Specification – Site Manager

Responsible to: Assistant Business Manager & Director of Business

The successful applicant will demonstrate the following experience, skills and characteristics:	Stage of recruitment process at which criteria will be measured:			
	Essential / Desirable	Application	Interview	Assessment
Experience:				
• Experience of working in a school or other site management role	D	✓	✓	
• Considerable DIY experience at the level of minor maintenance.	E	✓	✓	✓
• Experience of overseeing other works i.e. contractors, cleaners etc. and of undertaking responsibility for the care and maintenance of premises.	D	✓	✓	
• Experience of dealing with variety of stakeholders in person, by email, and on the telephone	D	✓	✓	
• Experience of managing own time and prioritising workload.	D	✓	✓	
• Experience of following purchasing and other financial procedures	D	✓		
• Experience of working in an office environment or similar	D	✓		
Qualifications / training:				
• Basic training in one or more of the following; plumbing, general and ground maintenance, electrical/building maintenance, heating systems, decorating (or sound experience of same).	E	✓	✓	✓
• IOSH Health and Safety training	D	✓		✓
• English & Maths GCSE A-C or equivalent	D	✓		✓
• An understanding of databases (or willingness to learn)	D	✓		
• Good ICT skills including the use of Word and Excel software	D	✓		✓
• Recognised First Aid qualification	D	✓		
• Mini bus driving qualification	D	✓		
Knowledge / Skills:				
• Working knowledge of Health and Safety relating to the post	E	✓	✓	
• Knowledge of the operation of heating, ventilating systems and common causes of malfunctions and energy efficiency measures	D	✓	✓	
• Knowledge of basic management skills	E	✓	✓	
• Knowledge of schools and issues relating to education	D	✓	✓	
• Knowledge of maintenance and security systems and procedures	D	✓	✓	



• Ability for some heavy lifting, physical fitness appropriate to tasks required	E	✓	✓	
• Ability to lead and work as part of a team, taking responsibility and prioritising work and meeting challenging deadlines.	E	✓	✓	✓
• Excellent organisational skills	E	✓	✓	✓
• Driving licence and use of own car	D	✓		
• Knowledge of mini bus maintenance and training requirements	D	✓		

Personal Characteristics:

• Excellent communication skills, both verbal and written	E	✓	✓	✓
• Ability to work under pressure and remain calm in difficult situations	E	✓	✓	
• Ability to plan own workload and be aware of other colleagues' priorities	E	✓	✓	
• Keen to develop professionally and learn new skills	D	✓	✓	
• Highly motivated, and able to analyse and problem solve	E	✓	✓	✓
• Ability to use discretion and have an understanding of the importance of confidentiality	E	✓	✓	
• Motivation to work with children and young people in an educational setting	E	✓	✓	
• Ability to recognise and maintain personal boundaries with children and young people	E	✓	✓	
• Commitment to implement the College's Behaviour Management Policy or to refer to teaching colleagues as appropriate	E	✓	✓	

Applicants who fail to adequately address relevant criteria in their letter of application will not be considered.