**Person Specification**

**Site Manager**

|  |  |  |
| --- | --- | --- |
| Qualifications & Experience | Essential | Desirable |
| * Relevant Facilities Manager qualification (CIPD, DSBM, BIFM)
 | ✓ |  |
| * Maintenance experience
 | ✓ |  |
| * Experience in education sector operations
 |  | ✓ |
| * Experience in managing a number of projects
 |  | ✓ |
| Professional Knowledge and understanding | Essential | Desirable |
| * Has an understanding of a performance management review process and the importance of its implementation
 |  | ✓ |
| * Experience of first response maintenance reporting
 | ✓ |  |
| * Experience of working with cleaning chemicals and cleaning specifications, including monitoring of the cleaning function
 |  | ✓ |
| Abilities and Skills | Essential | Desirable |
| * Experience using BMS software & security systems
 |  | ✓ |
| * Experience of general security protocol
 |  | ✓ |
| * Experience undertaking H&S checks and monitoring at a multi-building site
 |  | ✓ |
| * Communicates orally in a clear, fluent, concise and appropriate way both face to face and via telephone
 | ✓ |  |
| * Produces written communications that are clear, accurate and accessible
 | ✓ |  |
| * Makes rational, realistic and sound decisions based on consideration of all the facts and alternatives available
 | ✓ |  |
| * High level organisation and prioritisation skills
 | ✓ |  |
| * Understand the School’s policies on health and safety and risk management
 |  | ✓ |
| * Seeks out and listens to the needs of a wide range of customers
 |  | ✓ |
| * Ensures employees work to customer service standards and seeks regular feedback
 |  | ✓ |
| Personal | Essential | Desirable |
| * Displays a high level of personal drive, self-motivation and energy to promote the core objectives of the School
 | ✓ |  |
| * Understands the need to prioritise work to support the School’s key goals and functions
 | ✓ |  |
| * Co-operates and works well with others in a small team
 | ✓ |  |
| * Co-operates and works well with others in pursuit of team goals, supporting others
 | ✓ |  |
| * Seizes opportunities and takes the initiative to move forward in a positive manner
 |  | ✓ |
| * Is adaptable and comfortable with new ideas and demands
 | ✓ |  |