Person Specification

Post: Site Manager

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| Attributes | Essential |  | Desirable |  | How identified |
| Education and Qualifications | * Grade C or above in GCSE English and maths
* IOSH certificate (managing or working safely)
* Manual handling training
 |  | * Site Manager qualification, either from school or industry
* First aid certificate
 |  | * Application
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| Experience | * A minimum of 12 months’ current experience managing staff in a work environment
* A minimum of 12 months’ competency at basic building repairs, maintenance and grounds maintenance
* Manage BMS and security systems
* Lead projects and manage contract services
 |  | * Working in a school
 |  | * Application
* Interview
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| Knowledge and skills | * Understand Preventive Maintenance Programmes
* Understand and apply regulations, e.g. health and safety
* IT literate with Microsoft Office
* Set high expectations and foster a culture of continuous improvement
* Communicate effectively with a wide range of stakeholders
* Respond to emergency call outs in the evenings and on weekends
* Complete risk assessments
 |  | * Budget management
 |  | * Application
* Interview
* References
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| Character | * Willingness to be flexible towards duties and working hours
* Strong moral purpose and drive for improvement
* Friendly
* Good sense of humour
* Mission-aligned
* Motivated, enthusiastic, flexible
* Excellent interpersonal skills
* Desire to develop yourself
* Ability to give, receive and act on feedback
* Strong attention to detail and clarity of purpose
* Ability to work under pressure
* Commitment to the full life of the academy
* Excellent record of attendance
 |  | * Commitment to ongoing professional development
 |  | * Application
* Interview
* References
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