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 |
| 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 |
| 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 |
| 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 |