**Person Specification**

**Site Manager – November 2018**

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| **Attribute** | **Essential** | **Desirable** | **How identified** |
| Qualifications | * Appropriate qualification/s and/or significant experience in field. * Evidence of site management experience to support the day to day operation of an establishment/company within financial constraints. * Experience of working with contractors. * Experience of managing site projects and change. * Experience of managing health and safety using online systems * D1 Driving licence to be held and to be willing to undertake appropriate MiDAS training | * Further or higher education qualification/s in related field/s. * Experience of a relevant trade eg. Electrical, plumbing, construction * Experience of working in a school or similar establishment | Application form References Interview  Relevant certificates |
| Knowledge and skills | * Ability to build and form good relationships with students, colleagues and other professionals. * Ability to work constructively as part of a team, understanding academy roles and responsibilities including own. * Ability to improve own practice/knowledge through self-evaluation and learning from others. * Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. * Good standard of numeracy and literacy skills. * Ability to absorb and understand a wide range of information and deal with confidential issues appropriately * Ability to operate a range of ICT equipment and other specialised resources. * Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems. * Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as health and safety, including COSHH. | * Working knowledge of establishing and reviewing development plans and risk assessments. • Working knowledge of construction/building regulations. * Working knowledge of stock control for cleaning materials, including the ordering process. * Familiar with SMART LOG | Application  Interview  References |
| Personal Qualities | * Initiative and ability to prioritise one’s own work. * Able to follow direction and work in collaboration with line manager and leadership team * Able to work flexibly to meet deadlines and respond to unplanned situations. * Efficient and meticulous in organisation. * Ability to reach and bend, and to carry out some heavy lifting * Able to work evening and weekends and attend out of hours emergencies * Desire to enhance and develop skills and knowledge through CPD. * Commitment to the highest standards of child protection and safeguarding. * Recognition of the importance of personal responsibility for health and safety. * Commitment to the Academy’s ethos, aims and its whole community. |  | Application  Interview  References |

Working in partnership with The Gorse Academies Trust, Richmond Hill Academy is committed to safeguarding and promoting the welfare of our pupils, and expects all staff, governors and volunteers to share this commitment. The successful candidate will be subject to enhanced Disclosure and Barring Service (DBS) checks. We promote diversity and want a workforce which reflects the population of Leeds.