

Fulbrook Middle School



Samantha Clancy, Head Teacher

Site Manager

Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications	<p>Appropriate qualification/s and/or significant experience in field.</p> <p>Good standard of literacy and numeracy.</p>	<p>Relevant trade qualification (e.g. carpentry, electrical, plumbing) at City & Guilds or equivalent.</p>
Experience	<p>2-3 years of site management experience to support day to day operation of an organisation within financial constraints.</p> <p>Experience of working with contractors.</p> <p>Experience of managing site projects and change.</p> <p>Experience of managing health and safety using manual and online systems.</p>	<p>Experience of a relevant trade (e.g. electrical, plumbing, construction).</p> <p>Experience of working in a school or similar environment.</p> <p>Experience of managing a budget.</p>
Skills and Knowledge	<p>Ability to undertake administrative tasks including budget monitoring.</p> <p>Knowledge of relevant policies, procedures, codes of practice and legislation covering COSHH, Legionella, Asbestos Awareness and other health and safety aspects affecting schools.</p> <p>Ability to build and form good relationships with students, colleagues and other professionals.</p> <p>Good organisational and prioritising skills.</p> <p>Ability to work on own initiative and make decisions.</p> <p>Ability to work under pressure.</p>	<p>Knowledge of establishing and reviewing development plans and risk assessments.</p> <p>Knowledge of construction/building regulations.</p> <p>Knowledge of stock control for cleaning and materials.</p>

	Ability to operate a range of ICT equipment and other specialised resources.	
Personal Attributes	<p>Able to work flexibly to meet deadlines, respond to unplanned situations and adapt to changing needs.</p> <p>Willing to work overtime when needed, including evenings and weekends and to ensure lettings are serviced.</p> <p>Take pride in the job with commitment to achieving high standards in all work.</p> <p>Trustworthy.</p> <p>Ability to reach, bend and carry out some heavy lifting.</p> <p>Desire to enhance and develop skills and knowledge through CPD.</p> <p>Commitment to the highest standard of child protection and safeguarding.</p>	
Other	<p>Available to call-out duties (e.g. to respond to alarms)</p> <p>Willing to wear protective clothing as supplied.</p>	