

Person Specification

Assistant Site Manager

The successful candidate will possess all or most of the following attributes:

E = Essential D = Desirable

Assessed by:

I = Interview A = Application R = Reference

TRAINING AND QUALIFICATIONS	Criteria	Selection
BIFM qualification, NVQ4 or Degree or Equivalent qualification in Building or Facilities Management or relevant work experience	E	A
IOSH and/or NEBOSH certificate	E	A
NEBOSH Diploma	D	A
First Aid Qualification	D	A
EXPERIENCE		
Considerable experience in Facilities and Estates Management	E	A/I
Experience of working within a school environment	D	A/I
Proven experience in designing and managing a programme of preventative maintenance	E	A/I
Proven experience and skills in handling the various tools required to maintain a state-of-the-art building	E	A/I
Experience of managing, training and supervising a team of staff	E	A/I
Experience of the procurement and management of large contracts	D	A/I
Experience of working within tight budgets	D	A/I
To have experience of working in a school environment – preferably secondary	D	A/I
PROFESSIONAL DEVELOPMENT		
Evidence of a commitment to own professional development	E	A/I
Evidence of keeping up to date with building regulations and legislation	E	A/I
PROFESSIONAL KNOWLEDGE AND UNDERSTANDING		
Sound working knowledge of Health and Safety Regulations and the ability to transfer these to a school environment	E	A/I
Knowledge of Performing Management and review	E	A/I
Knowledge of current and emerging regulations, legislation and best practice relevant to the role and the school	E	A/I
To understand what is involved in the role of Child Protection Officer including having a good understanding of up to date policy and practice	E	A/I
Knowledge and Understanding of the role of a fire officer within a school	D	A/I



A good understanding of energy consumption and how this can be reduced	D	A/I
PRACTICAL AND INTELLECTUAL SKILLS		
Excellent communication skills both written and oral and the ability to communicate effectively with staff and students	E	A/I
Good project planning and organisational skills and a flexible approach to the management of work	E	A/I
Ability to prioritise tasks and manage time effectively	E	A/I
A team player with the ability to establish good working relationships with staff and pupils	E	A/I
The ability to set clear expectations and parameters and to hold others to account	E	A/I
Strong IT skills	E	A/I
To be confident dealing with students and young people in promoting their safety, wellbeing and positive behaviour	E	A/I
PERSONAL QUALITIES		
Fully subscribe to our Academy value of RESPECT: showing due consideration for the feelings, beliefs and opinions of other people	E	A/I/R
Fully subscribe to our Academy value of DETERMINATION: never giving up – working relentlessly for the benefit of the young people of Northampton Academy	E	A/I/R
Fully subscribe to our Academy value of AMBITION: seeking the very best opportunities for all young people, in line with the most elite schools in the country. Never pigeonholing or making assumptions about the potential of the young people of the Eastern District.	E	A/I/R
A commitment to equality and diversity	E	A/I/R
The tenacity to see things through	E	A/I/R
Flexibility in approach	E	A/I/R
Enjoyment in overcoming challenges	E	A/I/R
Ability to manage workload effectively	E	A/I/R
Willingness to share expertise and knowledge with others	E	A/I/R
A sense of humour, warmth, energy, stamina and resilience	E	A/I/R
Ability to work as part of a team and on own initiative and with resilience	E	A/I/R
Self-motivating with ability to multi-task	E	A/I/R
Good interpersonal skills, and the ability to enthuse and motivate others	E	A/I/R
Willingness to undertake first aid training	E	A/I/R
Willingness to act as key holder and respond to calls out of hours	E	A/I/R
A good team-player who gets on well with children and adults	E	A/I/R