

PERSON SPECIFICATION

POST TITLE: Site Manager
 DATE: January 2018



Park Vale
 Academy

CATEGORY/ITEM	ESSENTIAL	DESIRABLE
<p>Qualifications, Knowledge & Experience</p> <ul style="list-style-type: none"> • Good level of numeracy and literacy • Minimum 5 years' experience of working within a site/ maintenance team role • Supervisory experience • First Aid Qualification • Health and Safety Qualification • Experience of working in a school environment • Supervision of contract services • Experience of completing risk assessments • Experience of managing budgets 	<p>X X X X X X X X</p>	<p>X X X X</p>
<p>Skills, Abilities and Personal Qualities</p> <ul style="list-style-type: none"> • Able to understand and apply regulations e.g health and safety • Able to effectively organise and supervise staff and contractors • Competent at basic building, repairs, maintenance and ground maintenance • ICT literate with Microsoft applications • Effective communications with a wide range of stakeholders • Ability to set high expectations and foster a culture of continuous improvement • Enthusiastic and self-motivated • Ability to work on own initiative and prioritise workloads • Flexible with regards to working hours • Commitment to own on-going professional development 	<p>X X X X X X X X X X</p>	
<p>Suitability to work with children</p> <ul style="list-style-type: none"> • Enhanced DBS clearance is required for this position 	<p>X</p>	