

Torquay Girls' Grammar School



Person Specification: Site Manager

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualification in a relevant subject or suitable experience in a relevant role • Be able to demonstrate a willingness to attend appropriate training and development 	<ul style="list-style-type: none"> • GCSE Maths and English Grade C or above • Evidence of continuing professional development
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Knowledge of the requirements in maintaining a school site • Understanding of Health and Safety procedures and precautions • Knowledge of COSHH regulations • Appropriate knowledge of first aid • Ability to follow manual handling and working at height procedures 	<ul style="list-style-type: none"> • Experience of working in an education environment • Record keeping, information retrieval and dissemination of information • Knowledge of Data Protection legislation
Personal Qualities	<ul style="list-style-type: none"> • Be proactive and have an eye for detail to ensure that the school site is safe and creates a positive impression at all times • Ability to work independently and as part of a team • Experience of managing staff and directing staff to tasks • Communicate effectively with staff, students, contractors and other professionals • Ability to cope with the demands of the role to include lifting and working at heights • Good knowledge of ICT 	
Other	<ul style="list-style-type: none"> • An understanding of, and commitment to, Safeguarding/Child Protection 	