



**Site Manager  
Person Specification**

	Essential
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Competent at basic building repairs, maintenance and grounds maintenance.</li> <li>• Use of small industrial/electrical/plumbing/mechanical equipment.</li> <li>• Experience of prioritising tasks</li> <li>• Experience of maintaining ground/landscaping desirable</li> <li>• Some relevant experience of buildings and asset management.</li> </ul>
<b>Qualifications or Training</b>	<ul style="list-style-type: none"> <li>• Qualification in a trade such as electrician, plumber etc desirable</li> <li>• Evidence of recent, relevant training activities</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Knowledge of basic health and safety legislation</li> <li>• Understanding of site security issues</li> <li>• An understanding of COSHH regulations and safe storage of potentially harmful materials and equipment.</li> <li>• An understanding of safe working practices for all mechanical, electrical and heating services and for working at heights.</li> <li>• An understanding of site security issues including the ability to set and test alarm systems, show vigilance for potential breaches of security, retention of keys and consistency in locking and unlocking procedures and make recommendations for improvements to ensure a safe environment</li> <li>• An understanding of safe and proper levels of heating, lighting and ventilation.</li> <li>• Awareness and understanding of confidentiality.</li> <li>• Willing to undergo training as required</li> <li>• Ability to understand and apply regulations (such as health and safety, manual handling regulations, etc)</li> <li>• Ability to operate electrical/mechanical systems</li> <li>• Willing to undertake First Aid training.</li> <li>• Basic ICT skills</li> </ul>
<b>Practical Skills</b>	<ul style="list-style-type: none"> <li>• Ability to effectively organise own work and manage a small team</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to communicate clearly and effectively (verbally and in writing)</li> <li>• Ability to regularly handle/carry heavy items</li> <li>• Good inter-personal skills</li> <li>• Ability to prioritise work</li> <li>• Ability to maintain systems that ensure compliance with Health and Safety legislation, undertaking risk assessments including routine inspection of appliances and systems and reporting or remedying defects and making recommendations for improvements.</li> <li>• Ability to control stocks of first aid, infection control and cleaning equipment and materials.</li> <li>• Ability to take responsibility for identifying minor and major repairs and maintenance of the site, identifying potential hazards and defects and recommending action to remedy these, including obtaining lists of suitable contractors evaluating estimates and making recommendations for non-structural repairs and maintenance.</li> <li>• Ability to ensure high standard of cleaning by supervising and monitoring the work of cleaners, allocating tasks and by setting a good example with daily and annual cleaning programmes.</li> </ul>
<p><b>Personal Qualities &amp; Attributes</b></p>	<ul style="list-style-type: none"> <li>• A proven record of a high level of attendance at work.</li> <li>• Hardworking, resilient and self-motivated.</li> <li>• Co-operative, polite and courteous to members of the public, other employees, parents and visitors</li> <li>• Calm and patient under pressure</li> <li>• Ability to show initiative and work proactively to ensure the smooth running of the site</li> <li>• Good organisational and time management skills</li> <li>• Conscientious and honest</li> <li>• Take pride in their work and their appearance and that of the school site, as a member of the school team</li> <li>• Demonstrates a positive, solutions focused attitude to problems.</li> <li>• Responds positively to constructive feedback.</li> </ul>