**Northern Education Trust**

Post: Site Manager

**PERSON SPECIFICATION**

|  |  |  | **Assessed by:** |
| --- | --- | --- | --- |
| **No** | **Categories** | **Essential / Desirable** | **App Form** | **Interview / Task** |
| **QUALIFICATIONS** |
| 1. | 5 GCSE’s or equivalent, including English and Maths | E | ✓ |  |
| 2. | Willingness and ability to obtain and/or enhance qualifications and training for development in the post | E | ✓ |  |
| 3. | Evidence of continuous professional development and training | E | ✓ |  |
| **EXPERIENCE** |
| 4. | Experience of working in a school environment | E | ✓ | ✓ |
| 5. | Experience of general building and site maintenance | E | ✓ | ✓ |
| 6. | Experience of maintaining accurate records for Fire and Water safety checks | E | ✓ | ✓ |
| 7. | Experience of completing risk assessments in relation to any concerns raised on site | E | ✓ | ✓ |
| 8. | Experience and knowledge of the implementation of Health and Safety legislation | E | ✓ | ✓ |
| 9. | Experience of managing budgets | E | ✓ | ✓ |
| **ABILITIES, SKILLS AND KNOWLEDGE** |
| 10. | Excellent written and verbal communication skills | E | ✓ | ✓ |
| 11. | Ability to respect and maintain confidentiality | E | ✓ | ✓ |
| 12. | ICT literate with a working ability to use key IT software to present work to a high standard. | E | ✓ | ✓ |
| 13. | Ability to undertake basic repairs and maintenance | E | ✓ | ✓ |
| 14. | Good time management and organisation skills including ability to oversee work of others. | E | ✓ | ✓ |
| 15. | Ability to relate to students in a pleasant the sympathetic manner and to recognise potential child safeguarding issues | E | ✓ | ✓ |
| 16. | Ability to work effectively as part of a team, understanding Academy roles and responsibilities and your own position within these. | E | ✓ | ✓ |
| 17. | Knowledge of security procedures for buildings and grounds.  | E | ✓ | ✓ |
| **PERSONAL QUALITIES** |
| 18. | A strong commitment to the Trust values and ethos | E | ✓ | ✓ |
| 19. | Commitment to support the Trust’s agenda for safeguarding and equality and diversity | E | ✓ | ✓ |
| 20. | A flexible approach and strong work ethic | E | ✓ | ✓ |