**Site Manager**

**Person Specification**

**Method of Assessment (MOA)**

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| AF Application Form | C Certificate | I Interview | T Test or Exercise | P Presentation |

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| **Criteria** | **Essential** | **MOA** |
| **Education/**  **Qualifications**  NB: Full regard must be paid to overseas qualifications. |  | AF/C/T |
| **Experience**  Relevant work and other experience | Significant relevant experience  Previous experience of supervising staff  Previous experience in a school  Previous experience managing a budget | AF/I  AF/I  AF/I  AF/I |
| **Skills & Ability**  e.g. written communication skills, dealing with the public etc. | **\*Delete if not applicable**  **\***An ability to fulfil all spoken aspects of the role with confidence using the English Language  as required by **Part 7 of the Immigration Act 2016**  Ability to undertake administrative tasks including budget monitoring  Knowledge of COSHH  Ability to undertake a range of maintenance tasks  Good interpersonal skills  Good organisational skills  Ability to present straightforward reports  Ability to prioritise own workload and that of cleaning and caretaking staff, as appropriate  Ability to lead and motivate a team effectively  Ability to work on own initiative and make decisions  Ability to work under pressure  Ability to develop good working relationships with staff pupils visitors and all users of the school site  Ability to work without supervision | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **Training** | Willingness to undertake further training as appropriate | AF/I |
| **Other** | Ability to undertake manual work and to perform tasks included in the job description  Availability for call-out duties (e.g. to respond to alarms)  Willingness to wear protective clothing as supplied | AF/I  AF/I  AF/I |

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.