**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 experiencePrevious experience of supervising staffPrevious experience in a schoolPrevious experience managing a budget | AF/IAF/IAF/IAF/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 monitoringKnowledge of COSHHAbility to undertake a range of maintenance tasksGood interpersonal skillsGood organisational skillsAbility to present straightforward reportsAbility to prioritise own workload and that of cleaning and caretaking staff, as appropriateAbility to lead and motivate a team effectivelyAbility to work on own initiative and make decisionsAbility to work under pressureAbility to develop good working relationships with staff pupils visitors and all users of the school siteAbility to work without supervision | AF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/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 descriptionAvailability for call-out duties (e.g. to respond to alarms)Willingness to wear protective clothing as supplied | AF/IAF/IAF/I |

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