

## Site Manager - Person Specification

Education and Qualifications	Criteria	Assessment
GCSE (A-C) or equivalent in English and Maths	E	A
Health and safety qualifications or equivalent (e.g. IOSH, COSHH)	E	A
Full driving licence and willingness/ability to travel and to gain minibus driving qualification	E	A
Evidence of continuous professional development	E	A
Willingness and ability to obtain and/or enhance qualifications as may be required for the post	E	A/I

Experience	Criteria	Assessment
Experience of working in a school environment	D	A/I
Experience of managing/supporting teams across multiple sites	D	A/I
Experience of site management and maintenance, including strategic planning and operational delivery	E	A/I
Experience of working with wider organisational colleagues (e.g. finance / HR / IT / Senior Managers)	E	A/I
Experience of preparing and implementing risk assessments	E	A/I
Experience of managing and working with set budgets	E	A/I
Experience of delivering/overseeing planned preventative maintenance and small/medium scale build projects	E	A/I
Experience of overseeing the work of others (i.e. contractors, partner agencies) and effective contract management including KPIs	E	A/I

Skills, knowledge and abilities	Criteria	Assessment
Excellent communication skills and stakeholder management, both written and verbal	E	A/I
Ability to utilise standard and bespoke computer packages (including Word, Excel, Outlook) to present work to a high standard	E	A/I
Understanding of child safeguarding procedures	E	A/I
Excellent time management and organisational skills including ability to oversee work of others	E	A/I
Ability undertake broad range of general repairs and maintenance duties	E	A/I
Knowledge of effective risk management policy and procedures	E	A/I
Ability to deal effectively with a range of stakeholders and manage customer expectations	E	A/I
Knowledge of public sector procurement rules	E	A/I
Knowledge of statutory responsibilities relating to school buildings including the effective management and maintenance of electrical, mechanical and building fabric systems	E	A/I
Knowledge of safe working practices and health and safety issues and COSHH (Control of Substances Hazardous to Health)	E	A/I
Ability to undertake physical aspects of the role and tasks required	E	A/I

Personal Qualities	Criteria	Assessment
Calm under pressure and ability to use own initiative	E	I
Ability to motivate teams	E	I

Pro-active attitude and a strong work ethic	<b>E</b>	<b>I</b>
Customer focussed and a commitment to the Trust's values	<b>E</b>	<b>I</b>
Eye for detail	<b>E</b>	<b>I</b>
High level of flexibility and positive attitude to innovation and change	<b>E</b>	<b>I</b>

#### Criteria Key

- E** Essential
- D** Desirable

#### Assessment Key

- A** Application Form
- I** Interview