

POST TITLE: Site Manager
 Baysgarth School
 Full-time, 37 hours per week

	ESSENTIAL	DESIRABLE	HOW MEASURED
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working or dealing with the general public and/or outside agencies • Ability to liaise with outside contractors • Able to get on well with colleagues, children and the public • Experience of working under pressure and to deadlines • Problem solving 	<ul style="list-style-type: none"> • Working with Governing Bodies • Conducting Risk Assessments and producing the appropriate paperwork • Contract negotiation • Experience of Premises/Facilities Management • Experience of team leadership and the management of people • Experience of project management 	<p>Application form</p> <p>Interview</p> <p>References</p>
EDUCATION, TRAINING AND QUALIFICATIONS	<ul style="list-style-type: none"> • Qualification in Maths and English (GCSE or equivalent). • Health & Safety or premises-related qualification • Sound understanding of Health & Safety regulations and practice • Ability to monitor budget expenditure • First Aid trained (or prepared to undergo training) • Fire Extinguisher trained (or prepared to undergo training) • Hold a current driving licence 	<ul style="list-style-type: none"> • Undertaken Manual Handling training • Undertaken Working at Heights training • Undertaken Health & Safety training • Undertaken Asbestos training • Building trade background 	<p>Application form and interview</p>

SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • An understanding of Health & Safety Regulations and its application in the work place • Working knowledge of IT packages such as MS Word, Excel, Office • Good time management with the ability to prioritise and work on your own initiative • The ability to make informed, reasoned and well-judged decisions on premises management matters • Attention to detail and accuracy • Ability to organise and negotiate contracts • Strong oral and written communication skills to communicate effectively with different audiences • Able to offer positive staff support and management 	<ul style="list-style-type: none"> • Experience of working in premises/facilities management • Management of Accident Reporting • The ability to work in an ever-changing environment • The ability to co-ordinate projects • An understanding of the principles of Best Value 	<p>Application form and interview</p>
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PERSONAL QUALITIES	<ul style="list-style-type: none"> • Calmness • Initiative • Sense of humour • Diplomacy • Enthusiasm, energy and commitment • Professional attitude and approach • Ability to relate with children • Excellent attendance and punctuality • Willingness to learn new skills and to collaborate experiences with other departments 		Application form and interview
WORKING ARRANGEMENTS	<ul style="list-style-type: none"> • Flexible to meet the needs of the school. • Ability to be flexible with working hours if required • Available to respond to emergencies • Work across 52 weeks a year – 37 hours per week 		Application form and interview

THIS POST IS SUBJECT TO:

DISCLOSURE OF CONVICTIONS UNDER THE REHABILITATION OF OFFENDERS (EXEMPTION) ACT 1975.

YES ☒ NO ☐

IS THE POST POLITICALLY RESTRICTED?:

YES ☐ NO ☒

THE LEVEL OF DISCLOSURE FOR THIS POST IS:

BASIC DISCLOSURE – convictions not spent

STANDARD DISCLOSURE - for posts with children, young people, elderly, sick or disabled, administration of the law

ENHANCED DISCLOSURE – standard disclosure plus regular care, training, supervising young people

Completed by _____

Signature _____

Date _____