

Person specification- Site Manager

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> • Evidence of ongoing professional development in health & safety or premises management. • First Aid qualification (or willingness to obtain). 	<ul style="list-style-type: none"> • Recognised building maintenance or facilities qualification (e.g., NVQ Level 2/3 in Building Maintenance, Plumbing, Electrical, or equivalent). • IOSH or NEBOSH certification. • Training in safeguarding, fire safety, or manual handling. • Trade-specific qualifications (electrical, plumbing, carpentry).
Skills and knowledge	<ul style="list-style-type: none"> • Proven experience in premises management, caretaking, or facilities operations. • Experience overseeing contractors and ensuring compliance with health & safety regulations. • Demonstrated ability to manage maintenance schedules, inspections, and site security. • Experience responding to urgent repairs and operational issues. • Strong understanding of health & safety legislation, including COSHH, fire safety, and risk assessments. • Ability to carry out routine maintenance, repairs, and site improvements. • Good IT skills for logging jobs, maintaining records, and communicating with staff. • Ability to prioritise workload and manage time effectively. • Knowledge of security systems, alarms, and emergency procedures. 	<ul style="list-style-type: none"> • Experience working in a school or educational environment. • Experience managing budgets or ordering supplies. • Experience implementing planned preventative maintenance (PPM) systems. • Knowledge of safeguarding principles in an educational setting. • Understanding of sustainability practices (energy efficiency, waste management).

Personal qualities	<ul style="list-style-type: none"> • Reliable, proactive, and able to work independently. • Strong problem-solving skills and a practical, hands-on approach. • Good communication skills with staff, contractors, and visitors. • Flexible and adaptable to changing priorities. • High standards of professionalism and confidentiality. 	<ul style="list-style-type: none"> • A commitment to continuous improvement and developing the site environment. • Ability to contribute positively to the wider school community.
Additional requirements	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people. • Successful completion of an enhanced DBS check. • Ability to carry out manual handling tasks safely. • Physically able to perform maintenance duties, including lifting, climbing ladders, and working outdoors in varying weather conditions. 	<ul style="list-style-type: none"> • Willingness to work occasional evenings or weekends for emergencies or school events.