**Site Manager**

**Person Specification**

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|  | **Essential** | **Desirable** | **How Identified** |
| **EXPERIENCE** | * Experience of maintaining buildings and grounds
* Competent at basic building maintenance and repairs.
* Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post.
* Good communication skills.
* Ability to manage own time effectively and demonstrate initiative including establishing priorities.
* Ability to prioritise and manage workload whilst maintaining a flexible approach to respond to urgent requests.
* Ability to adapt to changing and conflicting demands.
* Ability to be flexible and work as part of a team or individually as required.
* Ability to demonstrate an understanding of children.
 | * Good IT Skills.
* Operation of heating, lighting and ventilation systems.
* Buildings security.
* Ability to understand and apply regulations such as health & safety, manual handling, COSHH, Legionella etc.
* Risk Assessments.
* Ability to manage people directly and indirectly.
* Planning and negotiating skills
 | ApplicationInterview |
| **QUALIFICATIONS** | * None
 | * IOSH Managing Safely
* First Aid at Work
* Other recognised qualifications associated with premises management.
* Experience or skills in a trade
 | ApplicationSight of certificates |
| **TRAINING** | * Prepared to undertake any training required.
 | * Any
 | Interview |
| **PERSONAL CIRCUMSTANCES** | * Able to perform normal duties and to attend at “Lettings” and emergency call-outs.
* Able to keep to working hours of the post.
* Legally entitled to work in the UK (Asylum and Immigration Act 1996).
 | * Living in the locality (or reasonable travelling distance) of the school to facilitate emergency call-outs.
* Driving licence and access to vehicle.
 | InterviewPassport or National Insurance numberApplication |
| **EQUALITY** | * Candidates should indicate an acceptance of, and a commitment to, the principles of the School’s Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community.
 |  | Application Interview |