**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 | Application  Interview |
| **QUALIFICATIONS** | * None | * IOSH Managing Safely * First Aid at Work * Other recognised qualifications associated with premises management. * Experience or skills in a trade | Application  Sight 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. | Interview  Passport or National Insurance number  Application |
| **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 |