

Position: Site Manager

	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> • Good basic English and Mathematics skills • Full and clean driving license 	<ul style="list-style-type: none"> • Practical training in building trade and/or range of disciplines eg. carpentry, plumbing, grounds work • Health and Safety at Work qualification/training or equivalent • Category D1 driving licence
Experience	<ul style="list-style-type: none"> • Successful, proven experience in practical and manual tasks related to the building trade, DIY or grounds work 	<ul style="list-style-type: none"> • Successful experience of working in the building trade and/or range of disciplines • Experience operating and maintaining a wide range of machinery • Experience of working in a school environment
Practical Skills	<ul style="list-style-type: none"> • Good communication skills - written and verbal including telephone skills • Ability to use a range of equipment, tools and machinery eg. gardening, maintenance • Knowledge of maintenance and repair • Able to organise and prioritise own workload and deliver on time • Able to maintain accurate and timely records as required by the role eg. risk assessments, health and safety logs, etc. • Understands and is able to apply Health and Safety procedures relevant to the role eg. COSHH, manual handling, hygiene practice, lone working • Able to use ICT as required for the role 	<ul style="list-style-type: none"> • Grounds management • Carpentry • Basic building trade skills
Personal Attributes and Qualities	<ul style="list-style-type: none"> • Committed, hard working and enthusiastic disposition • High expectations of themselves, other adults and pupils • Self motivated, flexible and able to work in an autonomous way • Ability to work well within a team • Good organisational skills • Ability to relate well to others • Willingness to share ideas and learn from others • Ability to solve problems 	<ul style="list-style-type: none"> • Show initiative • Sense of humour • Willingness to work outside of the role at times in order to enhance school provision

Please make reference to the above in submitted applications and/or interview