



Nurtured We Flourish

Site Manager Person Specification

Specification	Essential	Desirable
Qualifications	Hold recognised qualifications or proof of training associated with premises management including Health and Safety, Legionella, Working at Height and Asbestos Management.	Level 2/3 Diploma (or equivalent) and proficient technical and practical skills.
Relevant Experience	Previous relevant experience including supervisory experience.	
Knowledge and Understanding	<p>Knowledge and expertise in minor maintenance and repair.</p> <p>Understands and able to apply Health and Safety procedures relevant to the job such as:</p> <ul style="list-style-type: none"> • Manual handling. • Safe use of machinery and/or equipment. • COSHH • First Aid and Hygiene Practice. • Lone working procedures and responsibilities. <p>Able to recognise and to deal with emergency situations.</p> <p>Willingness to undertake training to keep knowledge up to date.</p>	<p>Knowledge of financial /ordering/monitoring procedures as required.</p> <p>Knowledge of how own job fits into the activity and role of the area/site.</p> <p>Knowledge of a range of other jobs in the area.</p>
Skills and Abilities	<p>Use of wide range of machinery/equipment eg kitchen, gardening and general maintenance.</p> <p>To organise others and own workload in order to achieve the job.</p> <p>Ability to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant.</p> <p>Ability to maintain accurate and timely records as required by the role e.g. diary, contractors' schedules, etc.</p>	<p>Wider awareness of the related working environment eg client groups.</p> <p>Sufficient knowledge related to a range of contractor services and activities in order to train, coach and/or mentor others.</p>

	<p>Ability to deal with everyday problems and to identify which problems should be referred to supervisor.</p> <p>Ability to monitor job activities as required by the role.</p> <p>Ability to understand information, advise and liaise with others accordingly.</p> <p>Ability to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate.</p> <p>Has written and numeric skills in order to complete more detailed records and reports.</p> <p>Ability to listen, observe and contribute to discussions as required.</p> <p>Ability to communicate using information technology as required for the role.</p> <p>Ability to influence, encourage, persuade and negotiate with others to achieve desired results (e.g. to diffuse bad behaviour, to ensure work is carried out in accordance with plans, etc.).</p>	
Personal	<p>A caring and personable approach to members of our school and wider community.</p> <p>Ability to interact with people in a personable and professional manner.</p>	
Other		Lives within a 5-mile radius of the school.