



Job Title: Site Manager

Person specification: The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification.

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Have had relevant training or hold relevant qualifications with premises management. 	<ul style="list-style-type: none"> Trade recognised qualifications
Experience	<ul style="list-style-type: none"> Good knowledge and experience in general maintenance and/or building repairs To be able to use small industrial, electrical and mechanical equipment. Experience in understanding and applying regulations linked to health and safety e.g. manual handling, COSHH, Legionella etc. Risk Assessment experience 	<ul style="list-style-type: none"> Significant experience or skills in a trade. Staff Management experience Previous employment in school.
Ability, Skills and Knowledge	<ul style="list-style-type: none"> Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post. To understand the purpose of tasks such as gathering information such as meter readings and to be able to analyse the data Understanding of the importance of security within a school setting. People management skills to be able to manage people directly and indirectly Ability to adapt to changing and conflicting demands Able to work flexibly and work as part of a team or individually as required. To understand the need to work in accordance with and adhere to the policies of the school. Ability to comply with all health and safety regulations to ensure that all duties are carried out safely. 	<ul style="list-style-type: none"> Able to drive the Trust's mini-buses and/or willingness to undergo training in this area.
Personal qualities	<ul style="list-style-type: none"> Good communication skills To be able to develop good relationships with all stakeholders including children and parents. Ability to contribute to the life of the school and across the Multi Academy Trust. Honesty and integrity Flexibility in working patterns 	