

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