**PORTAL HOUSE SCHOOL**

**PERSON SPECIFICATION Site Manager**

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|  | **CRITERIA**  |
| **QUALIFICATIONS** | * Level 2/3 Diploma (or equivalent) and proficient technical and practical skills.
* Full Driving Licence
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| **EXPERIENCE** | * Previous relevant experience.
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| **SKILLS AND ABILITIES** | * Wider awareness of the related working environment eg client groups.
* Use of wide range of machinery/equipment eg kitchen, gardening and general maintenance.
* Sufficient knowledge related to a range of council services and activities in order to mentor others.
* To organise own workload in order to achieve the job.
* Ability to liaise and communicate regularly with the Headteacher and Office Staff keeping them up to date with site issues.
* Ability to maintain accurate and timely records as required by the role e.g. maintenance schedule, contractors’ schedules.
* Ability to deal with everyday problems and to identify which problems should be referred to Headteacher.
* Ability to monitor job activities as required by the role.
* Ability to understand information and advise and liaise with others accordingly.
* Has written and numeric skills in order to complete more detailed records and reports.
* 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.).
* Ability to communicate using information technology as required for the role.
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| **KNOWLEDGE** | * Knowledge and expertise in minor maintenance and repair.
* Knowledge of financial/ordering/monitoring procedures as required.
* Knowledge of how own job fits into the activity and role of the area/site.
* Knowledge of a range of other jobs in the area.
* Understands and able to apply Health and Safety procedures relevant to the job such as:
* Manual handling.
* Safe use of machinery and/or equipment.
* COSHH
* First Aid and Hygiene Practice.
* Lone working procedures and responsibilities.
* Able to recognise and to deal with emergency situations.
* Will need to undertake training to keep knowledge up to date.
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