**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 |
| **EXPERIENCE** | * Previous relevant experience. |
| **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. |
| **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. |