

**PERSON SPECIFICATION: Site Manager**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria:

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|  | **CRITERIA** |
| **QUALIFICATIONS &**  **EXPERIENCE** | * Hold recognised training/qualifications associated with Premises Management or proficient technical/practical skills * Previous relevant experience or significant experience or skills in a trade * The ability to understand and apply regulations such as H & S, manual handling, COSHH, etc * The ability to understand and operate electrical/mechanical systems * Competent at basic building repairs and maintenance * To be able to use small industrial, electrical and mechanical equipment * Risk Assessment experience/qualification * Hold a full clean driving licence and willingness to undertake necessary training to drive a 17-seater minibus |
| **SKILLS AND ABILITIES** | * Use of wide range of machinery/equipment eg kitchen, cleaning, gardening and general maintenance * Able to organise own workload in order to achieve the job * Ability to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant * Ability to maintain accurate and timely records as required by the role eg orders & purchases, contractors’ schedules, maintenance schedules etc. * Ability to deal with everyday problems and to identify which problems should be referred to the Headteacher * Ability to monitor job activities as required by the role * Ability to understand information and advise and liaise with others accordingly * Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post * Ability to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate * Ability to adapt to changing and conflicting demands * Has good written and numeric skills in order to complete more detailed records and reports * Has good IT skills to communicate with written/email correspondence and online orders * Good communication skills * Sound planning and negotiating skills * Ability to listen, observe and contribute to discussions as required for the role eg schedule of work, maintenance plan etc. * Ability to influence, encourage, persuade and negotiate with others to achieve desired results to ensure work is carried out in accordance with plans, etc.) * Ability to gather information, analyse data and problem solve * Ability to manage own time effectively and demonstrate initiative including establishing priorities * Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests * Ability to be flexible and work as part of a team or individually as required |
| **KNOWLEDGE** | * Knowledge and expertise in minor maintenance and repair * Knowledge of financial, ordering and monitoring procedures as required * Knowledge of how own job fits into the activity and role of the area/site * 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 |