

**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
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| **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
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| **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
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