



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:

	CRITERIA
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> • 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. • 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	<ul style="list-style-type: none"> • 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. • 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.

	<ul style="list-style-type: none"> • 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. • Ability to influence, encourage, persuade and negotiate with others to achieve desired results to ensure work is carried out in accordance with plans. • Ability to gather information, analyze 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	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> - 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.