



**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:

	<b>CRITERIA</b>
<b>QUALIFICATIONS &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Hold recognised training/qualifications associated with Premises Management or proficient technical/practical skills.</li> <li>• Previous relevant experience or significant experience or skills in a trade.</li> <li>• The ability to understand and apply regulations such as H &amp; S, manual handling, COSHH.</li> <li>• The ability to understand and operate electrical/mechanical systems.</li> <li>• Competent at basic building repairs and maintenance</li> <li>• To be able to use small industrial, electrical and mechanical equipment.</li> <li>• Risk Assessment experience/qualification.</li> <li>• Hold a full clean driving licence and willingness to undertake necessary training to drive a 17-seater minibus.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Use of wide range of machinery/equipment eg kitchen, cleaning, gardening and general maintenance.</li> <li>• Able to organise own workload in order to achieve the job.</li> <li>• Ability to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant.</li> <li>• Ability to maintain accurate and timely records as required by the role eg orders &amp; purchases, contractors' schedules, maintenance schedules.</li> <li>• Ability to deal with everyday problems and to identify which problems should be referred to the Headteacher.</li> <li>• Ability to monitor job activities as required by the role.</li> <li>• Ability to understand information and advise and liaise with others accordingly.</li> <li>• Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate.</li> <li>• Ability to adapt to changing and conflicting demands.</li> <li>• Has good written and numeric skills in order to complete more detailed records and reports.</li> <li>• Has good IT skills to communicate with written/email correspondence and online orders.</li> <li>• Good communication skills.</li> <li>• Sound planning and negotiating skills.</li> <li>• Ability to listen, observe and contribute to discussions as required for the role eg schedule of work, maintenance plan.</li> <li>• Ability to influence, encourage, persuade and negotiate with others to achieve desired results to ensure work is carried out in accordance with plans.</li> <li>• Ability to gather information, analyze data and problem solve.</li> <li>• Ability to manage own time effectively and demonstrate initiative including establishing priorities.</li> <li>• Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests.</li> <li>• Ability to be flexible and work as part of a team or individually as required.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge and expertise in minor maintenance and repair.</li> <li>• Knowledge of financial, ordering and monitoring procedures as required.</li> <li>• Knowledge of how own job fits into the activity and role of the area/site.</li> <li>• Understands and able to apply Health and Safety procedures relevant to the job such as: <ul style="list-style-type: none"> <li>- Manual handling;</li> <li>- safe use of machinery and/or equipment;</li> <li>- COSHH;</li> <li>- First Aid and Hygiene Practice;</li> <li>- lone working procedures and responsibilities.</li> </ul> </li> <li>• Able to recognise and to deal with emergency situations.</li> <li>• Will need to undertake training to keep knowledge up to date.</li> </ul>