**PERSON SPECIFICATION: Site Manager**

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| **Qualifications** | **Essential** | **Desirable** |
| Full Driving licence | ✓ |  |
| Health and Safety Qualification (level 2 or above) or willingness to work towards | ✓ |  |

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| **Knowledge and experience:** | **Essential** | **Desirable** |
| Experience of cleaning methods for both internal and external areas of buildings and grounds |  | ✓ |
| Practical and have knowledge of some kinds of practical skill | ✓ |  |
| Knowledge of plumbing and electrical systems |  | ✓ |
| Knowledge of carpentry |  | ✓ |
| Demonstrate project management skills | ✓ |  |
| Experience of working with vulnerable children |  | ✓ |
| Experience of working in a school environment. |  | ✓ |

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| **Skills and competencies:** | **Essential** | **Desirable** |
| Ability to respond to difficult or emergency situations | ✓ |  |
| Ability to effectively manage a small team, providing clear direction and organisation | ✓ |  |
| Ability to communicate in a calm and professional manner with children, staff and visitors at all levels | ✓ |  |
| Ability to work flexibly to cover working hours | ✓ |  |
| Ability to lead and organise others as well as own workload | ✓ |  |
| Ability to work unsupervised as well as co-operatively and productively with other members of staff. | ✓ |  |
| Ability to carry out maintenance and minor repairs to buildings | ✓ |  |
| Ability to think strategically and possess planning and organisational skills | ✓ |  |
| Reasonable level of IT skills. | ✓ |  |
| Ability to work in accordance with the school’s Health and Safety Policy and other health and safety procedures | ✓ |  |

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| **Other qualities:** | **Essential** | **Desirable** |
| Strong self-motivation with the ability to work under pressure. | ✓ |  |
| Strong Leadership skills | ✓ |  |
| Must be physically fit and able to lift heavy objects | ✓ |  |
| Outgoing, personable, enthusiastic and determined | ✓ |  |
| Commitment to personal professional development | ✓ |  |