



Job Title: Site Manager

Person specification: The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification.

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Hold recognised training/qualifications with premises management. 	<ul style="list-style-type: none"> • Trade recognised qualifications
Experience	<ul style="list-style-type: none"> • Significant experience or skills in a trade. • Experience in understanding and applying regulations such as health and safety, manual handling, COSHH, Legionella etc. • Risk Assessment experience • Competent at basic building repairs and maintenance • To be able to use small industrial, electrical and mechanical equipment. 	<ul style="list-style-type: none"> • Staff Management experience • Previous employment in school.
Ability, Skills and knowledge	<ul style="list-style-type: none"> • Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post. • To understand the purpose of tasks such as gathering information such as meter readings and to be able to analyse the data • Understanding of the importance of security within a school setting. • People management skills to be able to manage people directly and indirectly • Ability to adapt to changing and conflicting demands • Able to work flexibly and work as part of a team or individually as required. • To understand the need to work in accordance with and adhere to the policies of the school. • Ability to comply with all health and safety regulations to ensure that all duties are carried out safely. 	<ul style="list-style-type: none"> • Able to drive the Trust's mini-buses
Personal qualities	<ul style="list-style-type: none"> • Good communication skills • To be able to develop good relationships with all stakeholders including children and parents. • Ability to contribute to the life of the school and across the Multi Academy Trust. • Honesty and integrity • Flexibility in working patterns 	