



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, 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
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 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

	<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 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
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