

Person Specification – Site Manager

Responsible to: Business Manager / Head Teacher

The successful applicant will demonstrate the following experience, skills and characteristics:	Stage of recruitment process at which criteria will be measured:			
	Essential / Desirable	Application	Interview	Assessment
Experience:				
• Experience of working in a school or other site management role	D	X	X	
• Considerable DIY experience at various levels of maintenance.	E	X	X	X
• Experience of overseeing other works i.e. contractors, cleaners etc. and undertaking responsibility for the care and maintenance of premises.	E	X	X	
• Experience of dealing with variety of stakeholders in person, by email, and on the telephone	D	X	X	
• Experience of managing own time and prioritising workload.	D	X	X	
• Experience of following purchasing and other financial procedures	E	X	X	
• Experience of working in an office environment or similar	D	X	X	
Qualifications / training:				
• Basic training in one or more of the following; plumbing, general and ground maintenance, electrical/building maintenance, heating systems, decorating (or sound experience of same).	E	X	X	X
• IOSH Health and Safety training	D	X		
• NEBOSH Qualification Certificate	D	X		
• English & Maths GCSE A-C or equivalent	E	X		X
• An understanding of managing tracker systems	D	X	X	
• Good ICT skills including the use of Word and Excel software	D	X		X
• Recognised First Aid qualification	E	X		
• Mini bus driving qualification or willing to undertake	E	X	X	
Knowledge / Skills:				
• Working knowledge of Health and Safety relating to the post	E	X	X	
• Knowledge of the operation of heating, ventilating systems and common causes of malfunctions and energy efficiency measures	D	X	X	
• Knowledge of basic management skills	E	X	X	
• Knowledge of schools and issues relating to education	D	X	X	
• Knowledge of maintenance and security systems and procedures	D	X	X	



• Ability for some heavy lifting, physical fitness appropriate to tasks required	E	X	X	
• Ability to lead and work as part of a team, taking responsibility and prioritising work and meeting challenging deadlines.	E	X	X	
• Excellent organisational skills	E	X	X	X
• Driving licence and use of own car	E	X		

Personal Characteristics:

• Excellent communication skills, both verbal and written	E	X	X	X
• Ability to work under pressure and remain calm in difficult situations	E	X	X	
• Ability to plan own workload and be aware of other colleagues' priorities	E	X	X	
• Keen to develop professionally and learn new skills	D	X	X	
• Highly motivated, and able to analyse and problem solve	E	X	X	X
• Ability to use discretion and have an understanding of the importance of confidentiality	E	X	X	
• Motivation to work with children and young people in an educational setting	E	X	X	
• Ability to recognise and maintain personal boundaries with children and young people	E	X	X	

Applicants who fail to adequately address relevant criteria in their letter of application may not be considered.