



**Person specification**  
**Site Manager**

<b>Requirement</b>	<b>Essential (E) or Desirable (D)</b>	<b>Assessed via Application (A), Interview (I)</b>
<b>Qualifications and Experience:</b>		
Good general education (Maths, English, and IT)	E	A
Valid UK driving licence	D	A
First Aid at Work (or willing to work towards)	D	A
Training in, or experience of, the legislation regarding asbestos, fire, water, and electricity regulations	E	A/I
Working with young people or in an educational setting such as a school / college	E	A
Experience of leading/supervising colleagues	D	A
<b>Knowledge, skills, and abilities:</b>		
Able to plan and prioritise own workload	E	I
Able to work in a team and in collaborative partnership with the Trust	E	I
Ability to use own initiative and work with minimum supervision at times	E	I
Ability to undertake manual handling tasks and to work at height both safely and within regulations	E	A
Ability to carry out remedial maintenance and repairs to a good standard staying within own skill limit and certification.	E	A/I
Ability to manage contractors to ensure all on site work is in accordance with the rules and regulations of the Trust to include all Health & Safety, Safeguarding and child protection matters, reporting to the Executive Head Teacher when appropriate.	E	A/I
Understanding of and ability to work with Health and Safety regulations and best practice including the ability to undertake H&S risk assessments and manage H&S risks with legislation knowledge and COSHH	E	A / I
Good organisational skills	E	A/I



Good communication, customer relations skills	E	A/I
Excellent record keeping skills with use of IT	E	A/I
An understanding of safeguarding and a commitment to creating and maintaining a safe environment for all students	E	A/I
<b>Personal Qualities</b>		
Resilience, adaptability and responsive to change	E	I
Able to work as part of a team but also to be a self-starter and able to set personal goals	E	I
<b>Equal Opportunities</b>		
Commitment to equal opportunities and diversity in the performance of duties	E	I
<b>Working Practices</b>		
The candidate will need to evidence a commitment to safeguarding and protecting the welfare of children/young persons	E	A/I
Willingness to work flexibly including out of hours when necessary	E	I
Willingness to travel and work in all schools within the Trust if required	E	I
<b>CPD</b>		
Evidence of commitment to own professional development	D	A