**Person Specification**

**Site Manager**

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| **Factor** | **Essential** | **Desirable** | **Assessment\*** |
| **Qualification** | * Educated to a minimum of GCSE (or equivalent) Grade 4 in Maths and English. | * IOSH/H&S qualification * First Aid training qualification * NVQ 2 or equivalent qualification * Formal or informal training to demonstrate and understanding of Health & Safety, manual handling, COSHH, Legionella, etc. | A, D |
| * Experience | * Experience of caretaking or premises management, building cleaning or building management * Use of general cleaning equipment * Taking responsibility for security of a building * Experience of managing COSHH | * Use of commercial cleaning equipment * Use of commercial site maintenance equipment * Experience of working in a school or education setting * Experience of BMS system and reporting | * A, I, R |
| * Skills and Knowledge | * To be able to carry out DIY and handyperson general repairs without guidance * Ability to work at heights (roof access will be required) * Ability to follow and comply with instructions on equipment and/or materials usage * Willingness to work as part of a team * Ability to work to deadlines and to manage own work effectively * Able to use own initiative * Ability to carry out Health and Safety checks and maintain relevant records * Knowledge of security systems * Knowledge of relevant H&S policies/code of practice/legislations including COSHH, manual handling procedures and precautions * Willingness to participate in development and training opportunities * Good communication skills | * Plumbing/joinery skills * Ability to manage BMS systems and reporting * Ability to manage COSHH * Knowledge of fire safety legislation * Computer literate, good ICT skills * Basic level of administrative skills | * A, I,, R, D |
| * Personal Attributes | * Ability to work under pressure whilst remaining calm * Ability to maintain good communication and relationships within the staff team and a   wide range of people including colleagues, pupils, parents, governors and suppliers   * Willing to work outside of normal hours if required * Able to undertake the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post * Desire to lean and develop new skills to improve their understanding of the role and function * Committed to the Trust’s policies on safeguarding, inclusion and equal opportunities |  | * I, R |

*\*Assessment Method – details how the criteria will be assessed*

***A*** *= Application Form,* ***I*** *= Interview,* ***R*** *= References,* ***D*** *= Documentary Evidence*