**Person Specification**

**Site Manager**

|  |  |  |  |
| --- | --- | --- | --- |
| **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*