

Person Specification **Site Manager**

| Criteria | Essential | Desirable |
|---------------------------------|---|---|
| Qualifications: | <ul style="list-style-type: none"> ▪ Good numeracy, literacy and ICT skills ▪ Good standard of spoken English | <ul style="list-style-type: none"> ▪ Hold recognised, relevant and up-to-date premises or Health & Safety qualifications e.g. IOSH, NEBOSH, COSHH or be willing to train in such qualifications. ▪ Commitment to own CPD. |
| Experience: | <ul style="list-style-type: none"> ▪ Experience and sound knowledge of building repairs and maintenance, and associated trades. ▪ Experience of carrying out general cleaning. ▪ Competency at basic building repairs and maintenance. ▪ Experience of directing the work of staff or staff management; and managing external contractors. | <ul style="list-style-type: none"> ▪ Knowledge of and responsibility for H&S legislation and policies and ensuring good working practice. ▪ Ability to understand and apply H&S regulations such as COSHH, Asbestos & Legionella. ▪ IT – Word, Excel, Outlook ▪ Current or recent experience of working in a similar role within a school environment or similar. |
| Professional skills & abilities | <ul style="list-style-type: none"> ▪ Ability to build and maintain positive relationships with colleagues at all levels and contractors. ▪ Ability to prioritise a varied workload. ▪ Ability to work with minimum supervision and make sound decisions. ▪ Ability to adapt to changing and conflicting demands. ▪ Strong team player and willingness to contribute to the overall success of the school. ▪ Excellent attention to detail and accuracy. ▪ Strong emphasis and commitment to high standards of customer service. ▪ Respectful of the importance of confidentiality and data security. ▪ Commitment to ensure that the site promotes the safety and wellbeing of pupils and colleagues in accordance with Health & Safety legislation. ▪ Satisfactory DBS clearance (confirmed as part of pre-employment checks). ▪ Ability to collaborate with those occupying the shared site. | <ul style="list-style-type: none"> ▪ Ability to proactively problem solve. ▪ Knowledge of school’s fire and emergency procedures. ▪ Ability to work collaboratively with other site managers as part of a team. |
| Physical skills & abilities: | <ul style="list-style-type: none"> ▪ Able to perform the physical tasks required of the post such as lifting, carrying, pushing or working at height (ensuring appropriate risk assessments are carried out). | |

The post holder may be required to travel to other local sites, including other CLP schools