



**Site Manager**  
**Person Specification**

Qualifications and Experience	
Essential	<ul style="list-style-type: none"><li>• Be open minded and willing to undergo training as required and for self-development e.g. health and safety; first aid</li><li>• Building maintenance</li><li>• DIY experience</li><li>• Working in a team</li><li>• Supervising a small team of staff</li><li>• Working with contractors</li><li>• Ability and experience of using a wide range of machinery</li></ul>
Desirable	<ul style="list-style-type: none"><li>• Understanding of security, including alarm systems</li><li>• Understanding of health and safety requirements of a large site</li><li>• Ability to recognise and take action to avoid potential risks under Health and Safety legislation</li><li>• Have a clean current driving license and be prepared to undergo minibus driving training</li></ul>
Skills and knowledge	
Essential	<ul style="list-style-type: none"><li>• Good knowledge of health and safety regulations</li><li>• Ability to work flexibly, independently and as part of a team</li><li>• Good DIY skills</li><li>• Good IT skills</li><li>• Ability to plan, organise and prioritise</li></ul>
Personal Qualities	
Essential	<ul style="list-style-type: none"><li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li><li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding and equality</li><li>• Embraces change well</li><li>• Deals with difficult situations effectively</li><li>• Have flexibility with shift patterns to meet the needs of the school; for example in severe weather conditions; periods of staff illness, lettings and school events, etc.</li></ul>
Physical Requirements	
Essential	<ul style="list-style-type: none"><li>• Be reasonably fit to carry out the duties of the job</li><li>• Able to carry out some manual handling and lifting</li><li>• Able to carry out work at high levels using appropriate equipment</li></ul>