



Person Specification for Site Manager

Essential	Desirable	Evidence
<p>Qualifications and experience:</p> <ul style="list-style-type: none"> • GCSE or equivalent 	<p>Qualifications and experience:</p>	<p>Application Form</p>
<p>Qualifications and Experience:</p> <ul style="list-style-type: none"> • Evidence of premises management experience to support the day-to-day operation of the school • Experience of working with contractors and negotiating contracts to requirements • Experience of managing site projects and change • Experience of managing Health & Safety • Ability to proficiently use office computer software including word, excel spreadsheet, database and internet systems 	<p>Experience in working in the building / construction industry.</p> <p>Experience of working in a school or similar establishment</p> <p>IOSH or similar professional Health and Safety Qualification</p>	
<p>Knowledge and skills:</p> <ul style="list-style-type: none"> • Ability to build and form good relationships with students, colleagues and other professionals • Able to lead, develop and motivate a team of staff, delegating duties as required • Ability to work constructively as part of a team, understanding school roles and responsibilities including own • Ability to improve own practice / knowledge through self-evaluation and learning from others • Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals 		

<ul style="list-style-type: none"> • Good standard of numeracy and literacy • Ability to absorb and understand a wide range of information and deal with confidential issues appropriately • Managing and monitoring a budget and providing required reports 		
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Initiative and ability to prioritise one’s own work • Able to follow direction and work in collaboration with Line Manager and Leadership Team • Able to work flexibly to meet deadlines and respond to unplanned situations • Efficient and meticulous in organisation • Ability to reach and bend, and to carry out some heavy lifting • Able to work evening and weekends and attend out of hours emergencies 		