



Person Specification			
Job Title	Site Manager	Job Holder	
Author	Jo Evans	Date Created	May 2021
Date Reviewed		Next Review Date	

This person specification defines the type of person required, and describes the essential and desirable skills, knowledge, qualifications, specific conditions and competencies required to undertake the duties of the job description.

Items marked as 'E' (Essential) must be demonstrated on the application form and/or at interview, as indicated below. Failure to do so is likely to result in the application in question being omitted from a short list for interview.

Items marked as 'D' (Desirable) may form the basis for selection and should be demonstrated if possible in the application form ('A') and / or at interview ('I') as indicated below.

#### Key:

E – Essential Process                      D – Desirable                      A – Application Form                      I – Interview

Qualifications		E	D	A	I
1.	5 A*- C Level GCSEs or equivalent including English and Maths.	✓		✓	
2.	IOSH or the ability to undertake the course within 6 months of commencement of employment.	✓		✓	✓
3.	Current valid driving licence and access to a car.	✓		✓	

Knowledge & Understanding		E	D	A	I
Able to evidence and apply up to date secure knowledge and understanding of:					
1.	Relevant legislation and guidance in relation to working with, safeguarding and the protection of children and young people.	✓		✓	✓
2.	Relevant aspects of relevant legislation eg Safeguarding (Keeping Children Safe in Education), Health and Safety at Work 1974, GDPR 2018, Freedom of Information Act 2010, The Equality Act 2010 etc	✓		✓	✓

Skills		E	D	A	I
1.	Communicate clearly and effectively in the English language, both verbally and in writing with all children and adults.	✓		✓	✓
2.	Excellent interpersonal skills and the ability to relate to people with understanding and tact; to communicate effectively with a wide range of potential audiences and to listen and understand the point of view and opinions of other people	✓		✓	✓
3.	Be resilient and optimistic in order to manage day-to-day challenges in a busy school environment	✓		✓	✓
4.	Take personal responsibility, demonstrate a readiness to reflect and self-evaluate and the ability to change, improve and develop	✓		✓	✓
5.	Effectively work as part of a team; both the Site team and the wider school teams to ensure efficiencies and cohesion.	✓		✓	✓



6.	Pay attention to detail and spot errors quickly	✓		✓	✓
7.	Ability to maintain efficient record keeping and to produce accurate and up to date reports	✓		✓	✓
8.	Ability to work in a confidential, discreet and sensitive manner	✓		✓	✓
9.	Ability to prioritise workload	✓		✓	✓
10.	Physically fit and able to regularly handle/carry heavy items	✓		✓	

Experience		E	D	A	I
1.	Effectively carry out minor maintenance works including plumbing, decorating and minor repairs (bulb changing, repairs to fixtures and fittings etc)	✓		✓	
2.	A recognised building trade eg plumbing	✓		✓	
3.	Experience of effectively managing/supervising staff	✓			✓
4.	Carry out health and safety and compliance checks in a work environment	✓			✓
5.	Managing security of a building and ensuring safety and security at all times	✓			✓
6.	Effectively working to tight deadlines whilst remaining calm	✓		✓	✓

Personal Attributes		E	D	A	I
1.	High levels of honesty and integrity and a highly ethical approach to all aspects of the role.	✓		✓	✓
2.	Have a passion for and relentless determination that every child develops and succeeds.	✓		✓	✓
3.	Have high standards in terms of attendance, punctuality and meeting deadlines.	✓		✓	✓
4.	Adaptability to respond appropriately to challenging situations.	✓		✓	✓
5.	Willingness to participate in further training and development opportunities offered by the school to further enhance knowledge	✓		✓	
6.	Demonstrate a positive approach with enthusiasm and maintain appropriate professional boundaries in relationships with children.	✓		✓	✓
7.	Be flexible to the ever-changing demands of working in a school	✓		✓	✓
8.	Committed to safeguarding and promoting the welfare of children and successfully DBS cleared.	✓		✓	✓