



## PERSON SPECIFICATION – SITE MANAGER

The method of assessment for the criteria is shown in the right hand columns. The shortlisting criteria are indicated by asterisk in the application form column. Shortlisting for interview will be based solely on whether the candidate indicates on their application form that they meet these shortlisting criteria. The successful candidate must satisfy all of the essential criteria and will normally meet all or most of the other appointment criteria. All candidates must satisfy the equal opportunities criteria which are mandatory.

	<b>Desirable/ Essential</b>	<b>Supporting Statement</b>	<b>Interview</b>
<b>1. QUALIFICATIONS AND EXPERIENCE</b>			
(a) Hold recognised training/qualifications associated with premises management	Desirable	•	
(b) Significant experience or skills in a trade	Desirable	•	
(c) The ability to understand and apply regulations such as Health and Safety, manual handling, COSHE, Legionella etc.	Essential		•
(d) The ability to operate and understand electrical/mechanical systems	Essential	•	
(e) Risk assessment experience/qualifications	Essential	•	
(f) Competent at basic building repairs and maintenance	Essential	•	
(g) To be able to use small industrial, electrical and mechanical equipment	Essential	•	
<b>2. ABILITY, SKILLS AND KNOWLEDGE</b>			
(a) Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post	Essential	•	
(b) Good communication skills	Essential		•
(c) Excellent numeracy and literacy skills	Essential	•	
(d) Good IT skills	Essential	•	
(e) Sound planning and negotiating skills	Essential	•	
(f) Ability to gather information, analyse data and problem solve	Essential	•	
(g) Ability to manage own time effectively and demonstrate initiative including establishing priorities	Essential		•
(h) Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests	Essential		•
(i) Displays a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school	Essential		•
(j) Ability to adapt to changing and conflicting demands	Essential		•
(k) Ability to be flexible and work as part of a team or individually as required	Essential		•
(l) Ability to demonstrate an understanding of children	Essential		•
(m) Ability to contribute to the life of the school	Essential		•
(n) Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health and safety related policies	Essential		•
(o) Ability to comply with Health and Safety regulations to ensure that all duties are carried out safely	Essential		•