



PERSON SPECIFICATION

Senior Site Manager

Essential	Desirable
<ul style="list-style-type: none"> Hold recognised training/qualifications associated with premises management or be willing to train 	<ul style="list-style-type: none"> Significant experience or skills in a trade
<ul style="list-style-type: none"> The ability to understand and apply regulations such as health & safety, manual handling, COSHE, Legionella etc 	
<ul style="list-style-type: none"> The ability to operate and understand electrical/mechanical systems 	
<ul style="list-style-type: none"> Risk Assessment experience/qualification 	
<ul style="list-style-type: none"> Competent at basic building repairs and maintenance 	
<ul style="list-style-type: none"> To be able to use small industrial, electrical and mechanical equipment 	
<ul style="list-style-type: none"> Staff management experience 	
<ul style="list-style-type: none"> Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post 	
<ul style="list-style-type: none"> Good communication skills 	
<ul style="list-style-type: none"> Excellent numeracy and literacy skills 	
<ul style="list-style-type: none"> Good IT skills 	
<ul style="list-style-type: none"> Sound planning and negotiating skills 	
<ul style="list-style-type: none"> Ability to gather information, analyse data and problem solve 	
<ul style="list-style-type: none"> Ability to manage own time effectively and demonstrate initiative including establishing priorities 	
<ul style="list-style-type: none"> Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests 	
<ul style="list-style-type: none"> Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school 	
<ul style="list-style-type: none"> Ability to manage people directly and indirectly 	
<ul style="list-style-type: none"> Ability to adapt to changing and conflicting demands 	
<ul style="list-style-type: none"> Ability to be flexible and work as part of a team or individually as required 	
<ul style="list-style-type: none"> Ability to demonstrate an understanding of children 	
<ul style="list-style-type: none"> Ability to contribute to the life of the school 	
<ul style="list-style-type: none"> Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies. 	
<ul style="list-style-type: none"> Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely 	