**Site Manager**

**Person Specification**

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| Qualifications and Experience  |
| Essential | * Be open minded and willing to undergo training as required and for self-development e.g. health and safety; first aid
* Building maintenance
* DIY experience
* Working in a team
* Supervising a small team of staff
* Working with contractors
* Ability and experience of using a wide range of machinery
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| Desirable | * Understanding of security, including alarm systems
* Understanding of health and safety requirements of a large site
* Ability to recongnise and take action to avoid potential risks under Health and Safety legislation
* Have a clean current driving license and be prepared to undergo minibus driving training
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| Skills and knowledge  |
| Essential | * Good knowledge of health and safety regulations
* Ability to work flexibly, independently and as part of a team
* Good DIY skills
* Good IT skills
* Ability to plan, organise and prioritise
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| Personal Qualities  |
| Essential | * Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils
* Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school
* Ability to work under pressure and prioritise effectively
* Commitment to maintaining confidentiality at all times
* Commitment to safeguarding and equality
* Embraces change well
* Deals with difficult situations effectively
* 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.
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| Physical Requirements  |
| Essential | * Be reasonably fit to carry out the duties of the job
* Able to carry out some manual handling and lifting
* Able to carry out work at high levels using appropriate equipment
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