

Northern Education Trust
Post: Site Manager
PERSON SPECIFICATION

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
QUALIFICATIONS				
1.	5 GCSE's or equivalent, including English and Maths	E	✓✓	
2.	Willingness and ability to obtain and/or enhance qualifications and training for development in the post	E	✓✓	
3.	Evidence of continuous professional development and training	E	✓✓	
EXPERIENCE				
4.	Experience of working in a school environment	E	✓✓	✓✓
5.	Experience of general building and site maintenance	E	✓✓	✓✓
6.	Experience of maintaining accurate records for Fire and Water safety checks	E	✓✓	✓✓
7.	Experience of completing risk assessments in relation to any concerns raised on site	E	✓✓	✓✓
8.	Experience and knowledge of the implementation of Health and Safety legislation	E	✓✓	✓✓
9.	Experience of managing budgets	E	✓✓	✓✓
ABILITIES, SKILLS AND KNOWLEDGE				
10.	Excellent written and verbal communication skills	E	✓✓	✓✓

11.	Ability to respect and maintain confidentiality	E	✓✓	✓✓
12.	ICT literate with a working ability to use key IT software to present work to a high standard.	E	✓✓	✓✓
13.	Ability to undertake basic repairs and maintenance	E	✓✓	✓✓

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14.	Good time management and organisation skills including ability to oversee work of others.	E	✓✓	✓✓
15.	Ability to relate to students in a pleasant the sympathetic manner and to recognise potential child safeguarding issues	E	✓✓	✓✓
16.	Ability to work effectively as part of a team, understanding Academy roles and responsibilities and your own position within these.	E	✓✓	✓✓
17.	Knowledge of security procedures for buildings and grounds.	E	✓✓	✓✓
PERSONAL QUALITIES				
18.	A strong commitment to the Trust values and ethos	E	✓✓	✓✓
19.	Commitment to support the Trust's agenda for safeguarding and equality and diversity	E	✓✓	✓✓
20.	A flexible approach and strong work ethic	E	✓✓	✓✓