

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	✓	✓

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
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	✓	✓

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.