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**Person Specification**

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| **JOB TITLE:** | **Site Manager** |
| **DATE:** | **April 2021** |
| **STATUS:** | **Final** |

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| **CRITERIA** | **Essential / Desirable** | **Application** | **Tasks** | **Interview** | **Vetting checks** |

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| **Knowledge and qualifications** |  |  |  |  |  |
| 1. Sound knowledge of service delivery and KPI’s. | D |  |  |  |  |
| 1. IOSH / NEBOSH certificate/H&S qualification | D |  |  |  |  |
| **Experience** |  |  |  |  |  |
| 1. Experience of a similar role within a school environment. | D |  |  |  |  |
| 1. Good ICT and administration skills. | E |  |  |  |  |
| 1. Previous experience in supervising staff. | D |  |  |  |  |
| 1. Knowledge and trade experience (of one or more of the following): building maintenance work e.g. plumbing, carpentry, electrical, grounds. | D |  |  |  |  |
| 1. Experience of managing a team | D |  |  |  |  |
| **Skills and competencies** |  |  |  |  |  |
| 1. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline | E |  |  |  |  |
| 1. Full clean driving licence. | E |  |  |  |  |
| 1. Articulate, confident and be able to communicate at all levels | E |  |  |  |  |
| 1. Be able to work as part of a team, and work on own initiative | E |  |  |  |  |
| 1. Ability to prioritise workload and meet deadlines | E |  |  |  |  |
| 1. Knowledge of Health and Safety legislation and implementation of policies | D |  |  |  |  |
| 1. Sound knowledge of statutory and mandatory compliance with experience of preparing for external audits | E |  |  |  |  |
| 1. Flexible approach ability to adapt to changing routines and deal with unexpected circumstances. | D |  |  |  |  |
| **Other** |  |  |  |  |  |
| 1. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role | E |  |  |  |  |
| 1. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role | E |  |  |  |  |
| 1. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible | E |  |  |  |  |