



ST JOSEPH'S CATHOLIC ACADEMY

PERSON SPECIFICATION

POST TITLE: Site Manager

GRADE: Band 6

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment		<ul style="list-style-type: none"> Health & Safety qualification First Aid certificate GCSE in Maths and English Grade C or equivalent 	<ul style="list-style-type: none"> Application form Certificates
Work Experience	<ul style="list-style-type: none"> Previous employment experience in the management and/or maintenance of buildings Experience of liaising with various stakeholders, such as contractors Experience of using ICT Experience of applying and updating agreed policies and procedures/systems of work Experience of using initiative to manage own workload and meet deadlines and working in a team 	<ul style="list-style-type: none"> Previous employment experience in the management and or maintenance of a school. Experience of working around children Experience of operating emergency procedures Basic grounds maintenance experience Experience of handling chemicals and hazardous materials Experience of working within a progressive, rapidly changing environment Experience of managing and leading others 	<ul style="list-style-type: none"> Application form Interview References
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> Knowledge, understanding and experience of building management systems DIY skills to undertake general building maintenance, minor repairs etc Ability to follow instructions, organise and prioritise workload and communicate 	<ul style="list-style-type: none"> Ability to deliver training where appropriate Experience of writing and reviewing risk assessments Knowledge of statutory building compliance 	<ul style="list-style-type: none"> Interview References

	<p>effectively both verbally and in writing</p> <ul style="list-style-type: none"> • Good numeracy skills • Ability to produce budget reports and forecasts • Ability to communicate and interact with a wide range of people 		
Disposition	<ul style="list-style-type: none"> • Able to develop effective working relationships with adults and children • Good interpersonal skills, tact and awareness of the need for confidentiality • Able to work independently with minimum supervision 	<ul style="list-style-type: none"> • Able to work flexibly and be adaptable to changing priorities 	<ul style="list-style-type: none"> • Interview • References
Circumstances	<ul style="list-style-type: none"> • Enhanced clearance from the Disclosure and Barring Service • A willingness to work unsocial hours • A current full UK driving licence (held for a minimum of 2 years) • A commitment to Health and Safety principles 		<ul style="list-style-type: none"> • Enhanced DBS check • Full UK Driving Licence