



PERSON SPECIFICATION

Post title:	Site Manager
Academy:	Sedgefield Cluster: Sedgefield Community College and Sedgefield Hardwick Primary Academy
Reporting to:	Estates Business Partner
Salary/pay range:	NJC 12 to 17 - £28,598- £31,022
Hours of work:	Full-time

The successful candidate will meet the criteria detailed within this person specification. The listed criteria will form the basis of the selection process. Applicants should address all elements of the person specification, indicating experience and where appropriate, citing supporting examples within their application.

Qualifications & training	Essential	Desirable	How identified
Good Standard of Education	X		Application
Certificate in health & safety (IOSH, NEBOSH or similar) or related work experience	X		
Facilities management qualification or relevant technical certification		X	
Demonstrate a willingness to attend appropriate training and development	X		
Personal attributes	Essential	Desirable	How identified
Are highly ambitious for self and organisational growth	X		Application Interview Task
Are brave in leadership decision making, being innovative and forging new paths	X		
Are curious to identify solutions based on rigorous evidence and research	X		
Are determined to overcome obstacles and resilient in the face of challenge	X		
Are fast and nimble to address emerging needs and underperformance	X		
Are good, moral, truthful and treat others with respect	X		
Are open-minded to bringing about extraordinary change which may challenge the norm	X		
Are a lateral thinker who can work systematically and methodically through processes, with the ability to 'think outside the box' in identifying and developing solutions that benefit the business	X		

Are results driven and committed to meeting and exceeding expectations	X		
Are resilient and achieves results regardless of obstacles put in the way and stays positive throughout	X		
Knowledge & experience	Essential	Desirable	How identified
Previous experience in a facilities / premises management role	X		Application Interview Task
Experiences managing contractors and compliance with health & safety requirements	X		
Experience of working with internal and external stakeholders	X		
Experience of budget management and procurement processes	X		
Previous experience working in an educational setting		X	
Sound understanding of health and safety regulations, risk assessments and compliance	X		
Knowledge of security systems	X		
Skills	Essential	Desirable	How identified
Practical skills for basic repairs and maintenance	X		Application Interview Task
Strong organisational and administrative skills	X		
Competent with IT systems for reporting, record keeping and communication	X		
Strong communication and interpersonal skills	X		
Ability to work on own independently and manage a varied workload	X		
Works well as part of a team with the ability to motivate others to maintain high standards	X		
Equal opportunities	Essential	Desirable	How identified
Demonstrate an acceptance of, and a commitment to, the principles of the Trust's Equality, Diversity & Inclusion policies and practices as they relate to employment issues and to the delivery of services to the community	X		Application Interview Task
Committed to equal opportunities policies relating to gender, race and disability in an educational context	X		
Safeguarding	Essential	Desirable	How identified
Committed to the protection and safeguarding of children and young people	X		Application Interview Task
Demonstrates up-to-date knowledge of relevant legislation and guidance in relation to working with young people	X		