

Person Specification – Site Manager			
Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
Skills Knowledge Aptitudes	- Flexible regarding working hours and variety of tasks - Thorough approach to work and attention to detail - Good time management and prioritising skills - Ability to work both as a team member and unsupervised, using own initiative where necessary - Good grasp of key health and safety and compliance issues - Effective communication skills in order to liaise with staff, pupils, contractors and visitors etc. - Excellent ICT skills	E E E E E E D	A I A I A A I A I A I A I A I
Qualifications and Training	- Qualification relevant to the specific nature of the role – such as premises management or health and safety - Promote a safe working environment for self and colleagues - Comply with Health and Safety Legislation - Complete NTC mandatory Caretaker training every three years	D E E E	A I A I A A I A I
Experience	- Extensive experience of site management and compliance activities, including dealing with health and safety issues and maintenance tasks - Experience of skilled tradesman work or activity	E D	A I
Disposition	- Reliable - Friendly and helpful attitude towards others - The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body - To uphold the school's policy in respect of child protection matters - This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once per year and it may be subject to modification at any time following consultation with the post holder - All staff members participate in the school's performance management /appraisal scheme.	E E E E E E	A I A I A I A I A I I