

Person Specification **Site Manager**

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> Good numeracy, literacy and ICT skills Commitment to own CPD. 	<ul style="list-style-type: none"> Hold recognised, relevant and up-to-date premises or Health & Safety qualifications e.g. IOSH, NEBOSH, COSHH or be willing to train in such qualifications.
Experience:	<ul style="list-style-type: none"> Experience and sound knowledge of building repairs and maintenance, and associated trades. Experience of carrying out general cleaning. Competency at basic building repairs and maintenance. Experience of directing the work of staff or staff management; and managing external contractors. 	<ul style="list-style-type: none"> Knowledge of and responsibility for H&S legislation and policies and ensuring good working practice. Ability to understand and apply H&S regulations such as COSHH, Asbestos & Legionella. IT – Word, Excel, Outlook Current or recent experience of working in a similar role within a school environment or similar.
Professional skills & abilities	<ul style="list-style-type: none"> Ability to build and maintain positive relationships with colleagues at all levels and contractors. Ability to work with minimum supervision and make sound decisions. Strong team player and willingness to contribute to the overall success of the school. Excellent attention to detail and accuracy. Strong emphasis and commitment to high standards of customer service. Respectful of the importance of confidentiality and data security. Commitment to ensure that the site promotes the safety and wellbeing of pupils and colleagues in accordance with Health & Safety legislation. Satisfactory DBS clearance (confirmed as part of pre-employment checks). Ability to collaborate with those occupying the shared site. 	<ul style="list-style-type: none"> Ability to prioritise a varied workload. Ability to adapt to changing and conflicting demands. Ability to proactively problem solve. Knowledge of school's fire and emergency procedures. Ability to work collaboratively with other site managers as part of a team.
Physical skills & abilities:	<ul style="list-style-type: none"> Able to perform the physical tasks required of the post such as lifting, carrying, pushing or working at height (ensuring appropriate risk assessments are carried out). 	

The post holder may be required to travel to other local sites, including other CLP schools