



## Person Specification – Site Manager Grade 9

SPECIFICATION	ESSENTIAL	DESIRABLE
<b>Qualifications /Training</b>	<ul style="list-style-type: none"> <li>• NVQ4 or Degree or equivalent qualification or <b>equivalent in relevant areas.</b></li> <li>• Excellent numeracy and literacy.</li> </ul>	<ul style="list-style-type: none"> <li>• CoSHH L2</li> <li>• Manual Handling L2</li> <li>• Working at Heights L2</li> <li>• Legionella Awareness</li> <li>• Asbestos Awareness</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Several years working at a management level as part of a team.</li> <li>• Dealing diplomatically, tactfully, and sensitively with colleagues in a busy environment.</li> <li>• Budget Management.</li> <li>• Worked as a caretaker/ site team.</li> </ul>	<ul style="list-style-type: none"> <li>• Worked within education.</li> <li>• Online business systems.</li> </ul>
<b>Skills/Attributes</b>	<ul style="list-style-type: none"> <li>• Full working knowledge of relevant policies and codes of practice.</li> <li>• Effective interpersonal skills, displaying confident and friendly approach.</li> <li>• Ability to work effectively and efficiently under pressure.</li> <li>• Ability to use initiative, to work pro-actively and time manage workloads.</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li> <li>• Ability to relate well to children and adults.</li> <li>• Excellent IT skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of safeguarding.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Good organisational skills, highly motivated.</li> <li>• Willingness to participate in development and training opportunities.</li> <li>• Flexible, patient and adaptable manner.</li> <li>• Commitment, enthusiasm and energy.</li> <li>• Excellent time keeping.</li> <li>• To pay meticulous attention to detail.</li> <li>• To be innovative and proactive.</li> <li>• Willingness to try new approaches.</li> <li>• Understand need for confidentiality.</li> <li>• Respect and support ethos of school.</li> </ul>	