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| **POST TITLE: SITE MANAGER** |
| **PERSON SPECIFICATION** |
| MINIMUM ESSENTIAL REQUIREMENTS | METHOD OF ASSESSMENT |
| **Qualification and Experience** |  |
| * Good general education
* Relevant training/qualification associated with premises management (IOSHH/NEBOSH)
* Awareness of health & safety procedures and precautions
* Awareness of health and safety regulations (such as COSHH)
* Ability to operate and understand electrical/mechanical systems
* Competent at basic building repairs and maintenance
* Knowledge and experience of safe moving and handling procedures
* Site management experience
 | D, A/CD, A/CE, A/C/IE, A/C/IE, A/IE, A/IE, A/C/ID, A/I |
| **Skills and Knowledge*** Strong organisational and time management skills and ability to cope with conflicting demands
* Commitment to high standards
* Ability to be flexible and work as part of a team or individual as required
* Ability to motivate others and ensure priorities are met
* Ability to respond calmly to emergencies
* Able to use initiative and work pro-actively to solve problems
* Understanding of policies and processes and compliance with both
* Ability to perform physical tasks required, including lifting, carrying and pushing various equipment
 | E, A/IE, A/IE, A/ID, A/IE, A/IE, A/IE, A/IE, A/I |
| **Personal Characteristics*** Ability to respond to advice and guidelines and to follow trust/school procedures
* Desire and willingness to learn new skills
* Clean and well presented
* Calm and pleasant manner
* Trustworthy, reliable and punctual
* Observe condifences and show discretion
* Willingness to sometimes adjust working arrangements to meet changed circumstances
* Full clean driving licence and own transport
 | E, A/IE, A/IE, A/IE, A/IE, A/IE, A/IE, A/IE, A |
| E- EssentialD - DesirableA - ApplicationI – InterviewC - Certificate |  |