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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/C  D, A/C  E, A/C/I  E, A/C/I  E, A/I  E, A/I  E, A/C/I  D, 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/I  E, A/I  E, A/I  D, A/I  E, A/I  E, A/I  E, A/I  E, 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/I  E, A/I  E, A/I  E, A/I  E, A/I  E, A/I  E, A/I  E, A |
| E- Essential  D - Desirable  A - Application  I – Interview  C - Certificate |  |