



### Person Specification

<b>JOB TITLE:</b>	<b>Site Manager</b>
<b>DATE:</b>	<b>April 2021</b>
<b>STATUS:</b>	<b>Final</b>

<b>CRITERIA</b>	<b>Essential / Desirable</b>	<b>Application</b>	<b>Tasks</b>	<b>Interview</b>	<b>Vetting checks</b>
<b>Knowledge and qualifications</b>					
1. Good standard of numeracy and literacy	E	✓		✓	✓
2. Sound knowledge of service delivery and KPI's.	D	✓		✓	
3. IOSH / NEBOSH certificate/H&S qualification	D	✓		✓	✓
4. Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.	D	✓		✓	
<b>Experience</b>					
5. Experience of a similar role within a school environment.	D	✓			✓
6. Previous experience in supervising staff or managing a team.	D	✓		✓	✓
7. Knowledge and trade experience (of one or more of the following): building maintenance work e.g. plumbing, carpentry, electrical, grounds.	D	✓		✓	✓
8. Experience of preparing for external audits.	E	✓		✓	
<b>Skills and competencies</b>					
9. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	E	✓		✓	✓

10. Ability to communicate clearly and effectively in orally and in writing	E	✓	✓	✓	
11. Competent in using ICT for administrative duties.	E	✓		✓	
12. Ability to work to agreed targets and work schedules	E	✓		✓	
13. Ability to work both independently with minimal supervision, and as part of a team.	E	✓		✓	✓
14. Ability to use own initiative to manage a demanding workload with frequently changing priorities.	E	✓	✓	✓	
15. Flexible approach with the ability to adapt to changing routines and deal with unexpected circumstances.	E	✓	✓	✓	
<b>Other</b>					
16. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role	E	✓		✓	✓
17. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role	E				✓
18. Embraces and displays the NEAT values: aspirational, Collaborative, inclusive, innovative, has integrity, responsible	E	✓	✓	✓	✓