

PERSON SPECIFICATION - Site Manager



The table below details the essential and desirable qualities required for this post.

Person Specification	Essential	Desirable	Method of Assessment
Experience	<ul style="list-style-type: none"> • Carried out minor DIY projects • Proven experience of securing premises out of hours • Experience of responding quickly and effectively to emergencies or disruptions. 	<ul style="list-style-type: none"> • Had relevant professional work experience such as building, maintenance, security etc. • Proven site experience within educational establishment. • Supervisory skills 	
Qualifications & Training	<ul style="list-style-type: none"> • Relevant working knowledge of health & safety, fire and environmental legislation & practices. 	<ul style="list-style-type: none"> • Level 2 Certificate in Property, Caretaking, Cleaning Facilities 	
Skills & Knowledge	<ul style="list-style-type: none"> • Be practical • Ability to work with minimal supervision • Ability to lead a team and work as part of a team • Interpret technical information 	<ul style="list-style-type: none"> • Have some understanding of building construction and design • Have some budgeting skills • Ability to complete and maintain all appropriate records. 	
Personal Qualities	<ul style="list-style-type: none"> • Honest and reliable. • Well organised and able to prioritise own work, managing conflicts and achieve deadlines. • Ability to build effective working relationships with a range of colleagues and parents • Adaptability & flexibility • Able to work on own and as part of a team. • Ability to communicate well, both verbally and in writing • Ability to work calmly and with patience under pressure and seek appropriate solutions. • Good attendance record 	<ul style="list-style-type: none"> • Ability to work collaboratively with other staff in the whole school setting and professionals from outside agencies • Be reasonably fit • Be prepared to get up early 	Interview Reference
Reference	Supportive		Evidence submitted on request

Blue Coat CE VA Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. This post is subject to an enhanced DBS check. References will be required in support of candidates who are called for interview which must be from your current or last place of work.