SITE MANAGER
Person Specification

Criteria	Essential	Desirable
Education & Qualifications	Good standard of literacy and numeracy (GCSE Grade 4/C or above in English and Mathematics, or equivalent).	Relevant qualification in premises, facilities or estates management.
	Evidence of continuing professional development.	IOSH Managing Safely, NEBOSH, First Aid at Work, Pool Plant Operator qualification, other practical qulaifications
Experience	Significant experience of caretaking, premises, facilities or estates management.	Experience within a school or educational setting.
	Experience of supervising and managing staff.	Experience managing a school swimming pool and/or minibus.
	Experience of contractor and supplier management.	Experience of leading refurbishment or capital projects.
	Experience of health and safety compliance and risk management.	Experience of managing premises-related budgets.
	Good practical maintenance/DIY skills, including basic plumbing, carpentry, painting/decorating and general repairs.	
	Practical understanding of heating, plumbing and electrical systems and when specialist contractors are required.	
Knowledge & Understanding	Knowledge of health and safety legislation, COSHH, fire safety, asbestos and legionella management.	Knowledge of School Premises Regulations and DfE guidance.

	Understanding of safeguarding responsibilities within a school environment.	Knowledge of sustainability and energy management practices.
	Experience of planned/reactive maintenance, risk assessments and working with contractors.	
Skills & Abilities	Strong leadership and people management skills.	
	Excellent organisational and project management skills.	
	Ability to prioritise workloads and manage competing demands.	
	Competent IT skills and ability to maintain accurate records.	Experience of maintaining records within a school.
	Ability to balance practical site work with compliance and administration.	
	Experience of monitoring budgets and obtaining quotations.	
Personal Attributes	Reliable, proactive and self-motivated.	
	Commitment to safeguarding and promoting the welfare of children and young people.	
	Willingness to maintain relevant premises and compliance training.	
	Commitment to keeping up to date with legislation, statutory guidance, health and safety, fire safety and security.	
	Flexible approach to working hours and emergency call-outs.	
Other Requirements	Enhanced DBS clearance and 2 satisfactory references.	
	Ability to act as a keyholder and attend emergency call-outs.	
	Understanding of confidentiality, GDPR and Data Protection.	
	Driving license	