

Person Specification – Site Services Manager

Qualifications	
Good numeracy/literacy skills	Essential
GCSE Maths and English, minimum grade C, or equivalent	Essential
Experience	
Experience of carrying out building maintenance work, with at least the capacity of a normal handyman in a school or similar environment	Essential
Experience of conducting quality and safety inspections	Essential
Experience of keeping electronic work documents including on Excel and Word.	Essential
Experience of managing staff	Essential
Experience of monitoring costs against budgets and projects progress	Desirable
Experience of liaising with contractors, parents, general public and suppliers	Desirable
Experience of working in a school or similar environment	Desirable
Skills, Knowledge and Understanding	
An understanding of the main Health & Safety Regulations, including COSHH and risk assessment, and how they apply in a school environment	Essential
A sound understanding of safeguarding	Essential
Knowledge of moving and handling procedures	Essential
Ability to undertake a range of caretaking and cleaning duties	Essential
Ability to identify and organise work priorities to meet deadlines and manage own workload and that of a team, whilst ensuring that lower priority work is kept up to date	Essential
Ability to act on own initiative, dealing with any unexpected problems that arise	Essential
Ability to demonstrate good inter-personal skills to communicate with a range of people	Essential
Ability to provide high quality supervision, training and support to Site Services Officer and/or cleaning staff	Essential
Ability to inspect, monitor and record the work of others	Essential
Personal Qualities	
Ability to relate well to children and adults	Essential
Has energy and initiative and will bring new ideas to the school	Essential
Solution-focused, pro-active, ability to work under own initiative without direction	Essential
Ability to work to deadlines and targets, can prioritise tasks under pressure	Essential
Ability to inspire, challenge, influence and motivate others	Essential
An ability to maintain professional integrity even when under pressure	Essential
Flexibility and resilience to work across locations and longer hours where required	Essential
An ability and desire to work in a high challenge and low threat way to ensure improvement in all areas	Essential
High organisational skills including the ability to prioritise and manage time effectively	Essential
Capacity and enthusiasm for hard work and challenge	Essential
Able to work as part of a team whilst also being self-motivated	Essential
Emotional intelligence and ability to use appropriate leadership style	Essential
Capacity to reflect on practice in order to grow and develop	Essential
An understanding of the strategies for ensuring inclusion, diversity and access	Essential
Reliability, honesty and trustworthiness, demonstrating the highest professional standards	Essential
Ability and confidence to communicate effectively both verbally and in writing	Essential
Willingness to develop knowledge of use of ICT and to participate in development and training opportunities	Essential
Ability to demonstrate commitment to Equal Opportunities	Essential