

PERSON SPECIFICATION

Moordown St John's CE Primary School

Post Title: Site Manager
Reporting to: 1: Headteacher
 2: Finance Manager / Deputy Headteacher
Grade: Grade 6, Points 16 - 22

Please number each item within each section and order in level of importance.

| | ✓ as appropriate | |
|--|------------------|-----------|
| | Essential | Desirable |
| Qualifications/Training | | |
| The qualifications and/or training required to undertake the role. | | |
| No formal qualifications required | | |
| Experience | | |
| The level of experience required and/or length of time the post holder will have been required to have undertaken the item specified. | | |
| 1. Experience of, and ability in, project management | ✓ | |
| 2. Experience of, and aptitude in using, a wide range of machinery and technology. | ✓ | |
| 3. Ability to monitor and quality assure the work of contractors | ✓ | ✓ |
| 4. Background in the building/DIY trade c 10 years to include experience in a range of disciplines (carpentry, plumbing, electrics, plastering, the repair of damaged/defective equipment and/or resources etc). | | |
| Knowledge | | |
| The knowledge and understanding the post holder must have of the item specified. | | |
| 1. Knowledge and understanding of the health, safety and security requirements of a large educational site. | ✓ | |
| 2. The ability to use that knowledge to recognise and take action to avoid potential risks to all stakeholders including risks under Health & Safety legislation. | ✓ | |

| Skills/Abilities | | |
|--|---|---|
| The level of skills or ability required to undertake the item specified. | | |
| 1. To be self-motivated, pro-active and able to manage own workload, with strong organisational skills. | ✓ | |
| 2. To be able to manage a physically demanding schedule, including the undertaking of manual handling tasks. | ✓ | |
| 3. Ability to be flexible and adaptable. | ✓ | |
| 4. To have a clear understanding of aims and values of the school. | ✓ | |
| 5. To be open minded and willing to undergo training as required and for self-development. | ✓ | |
| 6. To be able to take the initiative at all times to anticipate potential issues and act preventatively with best value and safety in mind. | ✓ | |
| 7. Have the ability to relate easily to a wide range of people, through an even temperament and a good sense of humour. | ✓ | |
| 8. To have flexibility with shift patterns to meet the needs of the school; for example in severe weather conditions; periods of staff illness, lettings and school events, etc. | ✓ | |
| 9. Proven ability to work politely and professionally with others effectively and liaise with contractors, directors and a wide range of stakeholders. | ✓ | |
| 10. To hold a clean, current driving licence and be able to drive a minibus or be prepared to undergo minibus driving training. | | ✓ |
| Other | | |
| Any other competencies required to undertake the role. | | |
| 1. Ability to maintain confidentiality | ✓ | |
| 2. Good numeracy and literacy skills | ✓ | |
| 3. Ability to administer First Aid/willingness to be trained in First Aid | ✓ | |