**Our Lady’s Catholic High**

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| **Person specification form** | | |
| **Post title:** Site Manager | **Grade:** Grade 7 | |
| **Requirements**  **(based on the job description)** | **Essential (E)**  **or**  **desirable (D)** | **To be identified by: application form (AF),**  **interview (I),**  **test (T)** |
| **Qualifications** |  |  |
| NVQ Level 3 qualification in Caretaking (or equivalent) | D | AF |
| NVQ Level 4 qualification in Caretaking/Site Management (or equivalent) | D | AF |
| Full driving licence | E | AF |
| **Experience** |  |  |
| Experience of working as a caretaker or site supervisor | E | AF/I/T |
| Experience of supervising staff | E | AF/I/T |
| Experience of writing maintenance programmes | E | AF/I/T |
| Experience of planning and programming work | E | AF/I |
| Experience of budget management | D | AF/I |
| Experience of designing and delivering training | D | AF/I |
| Experience of writing and implementing policies | D | AF/I |
| Experience of managing contractors | D | AF/I |
| Experience of working within a school | D | AF/I/T |
| **Knowledge, skills and abilities** |  |  |
| Ability to organise, lead, motivate, manage and develop a team | E | AF/I/T |
| Ability to resolve conflict | E | AF/I |
| Ability to develop effective working relationships | E | AF/I |
| Attention to detail skills | E | AF/I |
| Ability to work as part of a team | E | AF/I |
| Excellent oral and written communication skills | E | AF/I |
| Flexible attitude to work | E | AF/I |
| Ability to work in an organised and methodical way | E | AF/I |
| Ability to design practical solutions for a variety of standard | E | I |
| maintenance problems |  |  |
| Ability to pro-actively engage with the local community | E | AF/I |
| Time management skills | E | AF/I/T |
| Ability to contribute ideas and strategies for developing the site | E | AF/I |
| Ability to monitor performance and ensure contract compliance | E | AF/I |
| Excellent customer service skills | E | AF/I |
| Knowledge of Health & Safety legislation and procedures | E | AF/I |
| Knowledge of COSHH legislation | E | AF/I |
| Knowledge of processes for engaging contractors | E | AF/I |
| Knowledge of Recruitment & Selection procedures | D | AF/I |
| Excellent numeracy skills | E | AF/I |
| DIY, maintenance and repair skills | E | AF/I |
| Ability to use powered tools and equipment relevant to the role | E | AF/I |
| (e.g. drill, floor buffer) |  |  |
| IT skills (i.e. working knowledge of spreadsheets, databases, | D | AF/I |
| word processing packages) |  |  |
| Effective administrative skills | E | AF/I |
|  |  |  |
| |  | | --- | | **Other** (including special requirements) | | 1. Commitment to safeguarding and protecting the welfare of children and young people | | 1. Commitment to equality and diversity | | 1. Commitment to health and safety | | 1. Commitment to undertake relevant development | | 1. Willingness to work occasionally outside of contracted hours (e.g. Parent evenings, lettings) | | 1. Willingness to respond to emergency callouts 2. Satisfactory attendance record | | E  E  E  E  E  E  E | I  I  I  I  I  I  I |

***Please note that under the Criminal Justice and court Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position. An individual is disqualified from working with children if he/she is included on certain lists held by the Criminals Records Bureau, or has been disqualified from working with children as part of a sentence.***