



Person Specification

Job Title: Site Manager

| Qualifications | Essential | Desirable |
|--|------------------|------------------|
| Level 2 qualifications in English and Maths, or equivalent | ✓ | |
| Level 3 NEBOSH or other appropriate technical qualification | | ✓ |
| Experience | | |
| Experience in a premises site management role, including line management experience | ✓ | |
| In depth knowledge of building and maintenance management | ✓ | |
| Experience of working in a school environment | | ✓ |
| Skills | | |
| Ability to effectively communicate with a wide range of audiences, verbally and in writing, with the ability to gain credibility at all levels of the organisation | ✓ | |
| Ability to create, manage and maintain effective working relationships with colleagues, external agencies and other stakeholders | ✓ | |
| Ability to work well under pressure and manage competing deadlines | ✓ | |
| Highly developed planning and organisational skills and the ability to delegate appropriately | ✓ | |
| Willingness to constructively challenge the work of self and others to continually improve their own and team performance | ✓ | |
| Ability to use standard ICT packages including Microsoft Office | ✓ | |
| Understanding of academy child safeguarding procedures | | ✓ |
| Other | | |
| Satisfactory DBS check | ✓ | |