

Person Specification

Job Title: Site & Compliance Coordinator

Qualifications	Essential	Desirable
Level 2 qualifications in English and Maths or equivalent	✓	
An appropriate technical qualification in architecture, building or equivalent discipline		✓
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	✓	
Experience		
Demonstrate past experience in premises site management across multiple sites	✓	
Demonstrate an in depth knowledge of building maintenance and management	✓	
Knowledge and experience of supporting complex technical, design and property projects and project teams	✓	
Experience of working on technical, design and property matters with staff at all levels of large multi-functional organisations.	✓	
Experience 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	✓	
Good time management and organisational skills including the ability to oversee the work of others	✓	
Ability to use standard ICT packages including Microsoft Office	✓	
Ability to handle competing deadlines and demands for professional advice.	✓	

Able to prioritise, set and deliver realistic individual and programme targets.	✓	
Self-motivated and good organisation skills	✓	
Work effectively under pressure and manage multiple priorities	✓	
Proven ability to consult with a wide range of stakeholders, including academy principals, elected members and contractors.	✓	
Ability to ascertain stakeholder aspirations and reflect them in procurement processes and document in the context of strategic priorities.	✓	
The ability to provide appropriate and effective challenge when required and influence decisions in the organisation and in partner organisations.	✓	
Identify problems and issues, seek pertinent information and evaluate data and develop appropriate solutions.	✓	
Other		
Satisfactory DBS check	✓	