

## Person Specification

**Job Title: Site Manager**

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
An appropriate technical qualification in architecture, building or equivalent discipline	✓	
GCSE Maths and English Grade C or Above	✓	
<b>Experience</b>		
Excellent knowledge of health and safety	✓	
Demonstrate past experience in premises site management	✓	
In depth knowledge of building maintenance and management	✓	
Experience of working in a school environment		✓
Knowledge of key technical, design and property issues	✓	
Knowledge and experience of supporting complex technical, design and property projects and project teams	✓	
Business case preparation experience		✓
<b>Skills</b>		
Experience of line management	✓	
Experience of working on technical, design and property matters with staff at all levels of large multi-functional organisation and developing effective partnerships with agencies external to the organisation		✓
Experience of writing and preparing technical, design and property reports and project management documentation		✓
Ability to handle competing deadlines and demands for high level professional advice in a fast paced environment	✓	
Able to prioritise, set and deliver realistic individual and programme targets and achieve these through effective project management techniques	✓	
Identify problems and issues, seek pertinent information, and evaluated data and develop appropriate solutions	✓	
Self motivated and good organisational abilities with the ability to work effectively under pressure and manage multiple priorities	✓	
Working knowledge of standard computer packages such as word, excel, email etc	✓	
Good time management and organizational skills including the ability to oversee the work of others	✓	
Understanding and administration of school safeguarding policies and procedures	✓	

Appropriate processing of Purchase orders, work schedules and development projects	✓	
<b>Other</b>		
Satisfactory Enhanced Criminal Records Disclosure	✓	
Assessed and advised by Health and Well Being	✓	