

### ST WILFRID’S RC COLLEGE

**PERSON SPECIFICATION**

**POST TITLE:** Site Manager

**GRADE:** Band 6

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | METHOD OF ASSESSMENT |
| **Educational Attainment** |

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 | * Health & Safety qualification
* First Aid certificate
* GCSE in Maths and English Grade C or equivalent
 | * Application Form
* Certificates
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| **Work Experience** | * Previous employment experience in the management and/or maintenance of buildings
* Experience of liaising with various stakeholders, such as contractors
* Experience of using ICT
* Experience of applying and updating agreed policies and procedures/systems of work
* Experience of using initiative to manage own workload and meet deadlines and working in a team
 | * Previous employment experience in the management and or maintenance of a school
* Experience of working around children
* Experience of operating emergency procedures
* Basic grounds maintenance experience
* Experience of handling chemicals and hazardous materials
* Experience of working within a progressive, rapidly changing environment
* Experience of managing and leading others
 | * Application Form
* Interview
* References
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| **Skills and Abilities** | * Knowledge, understanding and experience of building management systems
* DIY skills to undertake general building maintenance, minor repairs etc
* Ability to follow instructions, organise and prioritise workload and communicate effectively both verbally and in writing
* Good numeracy skills
* Ability to produce budget reports and forecasts
* Ability to communicate and

interact with a wide range of people | * Ability to deliver training where appropriate
* Experience of writing and reviewing risk assessments
* Knowledge of statutory building compliance
 | * Interview
* References
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| **Disposition** | * Able to develop effective working relationships with adults and children
* Good interpersonal skills, tact and awareness of the need for confidentiality
* Able to work independently with minimum supervision
 | * Able to work flexibly and be adaptable to changing priorities
 | * Application Form
* Interview
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| **Circumstances** | * Enhanced clearance from the Disclosure and Barring Service
* A willingness to work unsocial hours
* A current full UK driving licence
* A commitment to Health and Safety principles
 |   | * Enhanced DBS check
* Full UK Driving Licence
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