

### 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** | |  | | --- | |  | | * Health & Safety qualification * First Aid certificate * GCSE in Maths and English Grade C or equivalent | * Application Form * Certificates |
| **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 |
| **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 |
| **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 |
| **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 |