



Dream big. Love God. Live well

Site Manager

	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualification	<ul style="list-style-type: none"> • Good grade in English and mathematics GCSE • Practical skills in maintenance, knowledge of health and safety legislation (like COSHH, Asbestos, and Legionella) 	<ul style="list-style-type: none"> • Certificate in Property, Caretaking and Facilities Services 	<ul style="list-style-type: none"> • Application form • Interview
Experience	<ul style="list-style-type: none"> • Relevant experience of working in a similar role within a school or similar setting • Experience of monitoring and liaising with contractors and suppliers • Experience of current cleaning materials/methods/appliances and monitoring the quality of work undertaken by cleaning staff. • Good IT skills 	<ul style="list-style-type: none"> • Experience of working within a school environment 	<ul style="list-style-type: none"> • Application form • Interview • References
Knowledge and understanding	<ul style="list-style-type: none"> • An understanding of health & safety requirements of a school or other public institution • To communicate clearly to all sections of the school community both verbally and in writing. • Demonstrate knowledge of security methodology for both building and grounds without risking the health and safety of the school community. • Full working knowledge of relevant policies / codes of practice / legislation 	<ul style="list-style-type: none"> • Experience of using a facilities data management system 	<ul style="list-style-type: none"> • Application form • Interview • References
Professional Skills	<ul style="list-style-type: none"> • D.I.Y. skills to undertake day to day repairs and maintenance of building, including a working knowledge and operation of the school heating system. • Ability to assist in the training and induction of new cleaning 	<ul style="list-style-type: none"> • Able to monitor and evaluate the impact of own practice to inform next steps and planning 	<ul style="list-style-type: none"> • Application form • Interview • References

	<p>and caretaking staff.</p> <ul style="list-style-type: none"> • Understanding of the principles of health & safety in a school environment including COSHE. • Ability to manage own time effectively and demonstrate initiative including establishing procedures and prioritizing own workload. • Ability to adhere to working procedures and policies within the school environment. • Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post. • Ability to carry out a range of administrative tasks, including stock taking and ordering. • Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the school. 		
Personal characteristics	<ul style="list-style-type: none"> • Ability to operate as part of a team or individually as required. • Show commitment to supporting and developing the distinctive Christian ethos of the school • A commitment to work flexibly • Ability to manage change sensitively • Calm approach • Ability to organise yourself and others and to demonstrate initiative • Self-motivation and enthusiasm • Excellent communication skills 		<ul style="list-style-type: none"> • Application form • Interview • References
Safeguarding	<ul style="list-style-type: none"> • A clear commitment to and understanding of Safeguarding legislation 		<ul style="list-style-type: none"> • Interview • References