**Site Manager**

**Location: Trotts Hill Primary School**

**PERSON SPECIFICATION**

**Qualifications and Experience**

1. Hold recognised training/qualifications associated with premises management

2. Significant experience or skills in a trade

3. The ability to understand and apply regulations such as health & safety, manual handling, COSHE, Legionella etc

4. The ability to operate and understand electrical/mechanical systems

5. Risk Assessment experience/qualification

6. Competent at basic building repairs and maintenance

7. To be able to use small industrial, electrical and mechanical equipment

8. Staff management experience

**Ability, Skills, Knowledge**

9. Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post

10. Good communication skills

11. Excellent numeracy and literacy skills

12. Good IT skills

13. Sound planning and negotiating skills

14. Ability to gather information, analyse data and problem solve

15. Ability to manage own time effectively and demonstrate initiative including establishing priorities

16. Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests

17. Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school

18. Ability to manage people directly and indirectly

19. Ability to adapt to changing and conflicting demands

20. Ability to be flexible and work as part of a team or individually as required

21. Ability to demonstrate an understanding of children

22. Ability to contribute to the life of the school

23. Ability to adhere to the school’s policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies.

24. Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely