



# Person Specification: Site Manager

## PERSON SPECIFICATION

### Site Manager – Grade 3

CRITERIA	ESSENTIAL	DESIRABLE
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience in caretaking and cleaning work.</li> <li>• Knowledge of maintenance and cleaning techniques.</li> <li>• Organisation of work.</li> <li>• Organisation and control of staff (where appropriate).</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of caretaking and cleaning work as either full- time BSS/ Shift Supervisor or part-time BSS.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Self-reliant. Able to motivate self and staff.</li> <li>• Knowledge of current estates legislation.</li> <li>• Able to communicate with other members of staff.</li> <li>• Flexible approach/ attitude.</li> <li>• Able to deal with emergency situations.</li> <li>• Strong IT skills.</li> <li>• Able to accept instructions from Headteacher/Business Manager.</li> </ul>	
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in further training and developmental opportunities offered by the academy, to further knowledge.</li> </ul>	
<b>EDUCATION/ QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Experience in painting and decorating/minor repairs.</li> </ul>	Previous experience in general repairs

<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Available for duty as necessary during opening hours of establishment.</li> <li>• Good health record.</li> <li>• Acceptable appearance and communication.</li> </ul>	Pleasant appearance and communication
<b>CONTRA INDICATION</b>	<ul style="list-style-type: none"> <li>• Criminal convictions involving offences against children</li> </ul>	

**Method of Assessment (M.O.A.)**

A.F. = Application Form; I = Interview; T = Test or Exercise; P = Presentation