



Person Specification for Site Manager

1. Qualifications and Experience	Examples	Essential (E) Desirable (D)
Specific qualifications and experience	Experience of caretaking and/or buildings maintenance/security preferably in schools	E
Knowledge of relevant policies and procedures	Knowledge of First Aid	E
Literacy	Good reading and writing skills	E
Numeracy	Ability to count and undertake general mathematical calculations	E
Technology	Good knowledge of security, heating plant and other building systems Ability to undertake DIY tasks	E
2. Communication	Examples	Essential (E) Desirable (D)
Written	Ability to complete forms, write letters and reports	E
Verbal	Ability to exchange complex verbal information clearly	E
Languages	Seek support to overcome communication barriers with children and adults	E
Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges	E
3. Working with children	Examples	Essential (E) Desirable (D)
Behaviour Management	Understand the school's behaviour management policy	D
SEN	Understand and support the differences in children and adults and respond appropriately	D
Curriculum	Basic understanding of the learning experience provided by the school	D
Child Development	Basic understanding of the way in which children develop	D
Health and Wellbeing	Understand and support the importance of physical and emotional wellbeing	D



4. Working with others	Examples	Essential (E) Desirable (D)
Working with partners	Understand the role of others working in and with the school	E
Relationships	Ability to establish rapport and respectful and trusting relationships with others	E
Team work	Ability to make an distinctive contribution to the work of the work a team	E
Information	Contribute to the development and implementation of effective systems to share information	E
5. Responsibilities	Examples	Essential (E) Desirable (D)
Organisational Skills	Excellent organisational skills Ability to remain calm under pressure	E
Line Management	Ability to supervise and monitor the work of others	E
Time Management	Ability to manage own time effectively Demonstrate a flexible approach	E
Creativity	Demonstrate ability to resolve complex problems independently	E
6. General	Examples	Essential (E) Desirable (D)
Equalities	Awareness of and commitment to equality	E
Health and Safety	Good understanding of Health & Safety	E
Child Protection	Understand and implement child protection procedures	E
Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality	E
CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance	E