

Person Specification for Site Manager post

Attributes	Essential	Desirable	Evidenced
Qualifications/training <ul style="list-style-type: none"> ▪ Qualification or experience in a trade ▪ Experience of managing staff or contractors ▪ Experience of planning/programming of work ▪ Good standard of numeracy and literacy 	/	/	Application
Special Knowledge/Ability <ul style="list-style-type: none"> ▪ Awareness of Health & Safety regulations ▪ Knowledge of first line maintenance/DIY ▪ Knowledge of quality standards for cleaning and maintenance ▪ To be able to respond to emergency call-outs 	/	/	Interview and Application
Communication <ul style="list-style-type: none"> ▪ Able to communicate effectively with others ▪ Ability to resolve conflict/issues ▪ Able to write short reports 	/	/	Interview
Personal Qualities <ul style="list-style-type: none"> ▪ Drive and enthusiasm ▪ Flexible and adaptable approach ▪ Able to prioritise and manage time effectively ▪ Able to work effectively as part of a team ▪ Able to build effective relationships with staff and external parties ▪ Commitment to professional development including attendance on training courses 	/		Interview and Application