



PERSON SPECIFICATION – SITE MANAGER

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of management of a large site Relevant Qualifications Experience of work planning, contract negotiation and supervision and budget management
	Knowledge of relevant policies and procedures	Knowledge of First Aid Understand general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake mathematical calculations
	Technology	Excellent knowledge of security, heating plant and other building systems Ability to undertake DIY tasks
Communication	Written	Ability to complete complex forms, write letters and detailed reports
	Verbal	Ability to exchange complex verbal information clearly
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
Working with children	Behaviour Management	Understand the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Ability to make a proactive contribution to the work of the school team Seek out, develop and maintain appropriate relationships with those involved with the site management function of the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to make an distinctive contribution to the work of a team



	Information	Contribute to the development and implementation of effective systems to share information
Responsibilities	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Line Management	Ability to supervise and monitor the work of others Ability to manage works contracts
	Time Management	Ability to manage own time effectively Demonstrate a flexible approach
	Creativity	Demonstrate ability to resolve complex problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Excellent understanding of Health & Safety regulations Ability advice others
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance