

## Person Specification for Site Manager post

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