



Person Specification

Site Manager

Application (A)

Interview (I)

1. Qualifications and Experience	Essential	Desirable
Experience of caretaking and/or buildings maintenance/security preferably in schools (A&I)	✓	
Knowledge of First Aid (A&I)		✓
Good reading and writing skills (A)	✓	
Ability to count and undertake general mathematical calculations (A)	✓	
Good knowledge of security, heating plant and other building systems (A&I)		✓
Ability to undertake DIY tasks (A&I)	✓	
Valid Driving licence (A)	✓	
2. Communication	Essential	Desirable
Ability to complete forms, write letters and reports (A&I)	✓	
Ability to exchange complex verbal information clearly (I)	✓	
Seek support to overcome communication barriers with children and adults (A&I)	✓	
Ability to negotiate effectively to achieve best outcomes (I)	✓	
Ability to manage difficult or challenging conversations politely and professionally (I)	✓	
3. Working with children	Essential	Desirable
Understand the school's behaviour management policy (A&I)	✓	
Understand and support the differences in children and adults and respond appropriately (I)		✓
Basic understanding of the learning experience provided by the school (I)		✓



4. Working with Others	Essential	Desirable
Understand the role of others working in and with the school (A&I)	✓	
Ability to establish rapport and respectful and trusting relationships with others (A&I)	✓	
Ability to make a distinctive contribution to the work of a team (A&I)	✓	
Contribute to the development and implementation of effective systems to share information (I)	✓	
5. Responsibilities	Essential	Desirable
Excellent organisational skills (A&I)	✓	
Ability to remain calm under pressure (A&I)	✓	
Ability to supervise and monitor the work of others (A&I)	✓	
Ability to manage own time effectively (A&I)	✓	
Demonstrate a flexible approach (A&I)	✓	
Demonstrate ability to resolve complex problems independently (A&I)	✓	
6. General	Essential	Desirable
Awareness of and commitment to equality (I)	✓	
Good understanding of Health & Safety (I)	✓	
Understand and implement child protection procedures (I)	✓	
Understand procedures and legislation relating to confidentiality (I)	✓	
Demonstrate a clear commitment to develop and learn in the role (I)	✓	
Ability to effectively evaluate own performance (I)	✓	