

Post: Site Manager

Grade: 4 (points 8 to 14)

Person Specification

The person appointed must fulfil the following requirements:



Learning through faith,
we dream, believe and achieve.

Criteria	Essential	Desirable	Method of Assessment
Education and Qualifications		<ul style="list-style-type: none">GCSE grade C or equivalent in Maths and English	Certificates seen at interview
Training and Professional Development		<ul style="list-style-type: none">Willingness to participate in CPDEvidence of relevant CPD	Interview Certificates seen at interview
Experience	<ul style="list-style-type: none">Knowledge and application of Health and Safety procedures	<ul style="list-style-type: none">Experience of working in an education environmentExperience of working within a Trade	Application, References, Interview
Skills and Abilities	<ul style="list-style-type: none">Ability to think logically and calmly when under pressureAbility to keep accurate and appropriate recordsAbility to work independently planning own workload to meet deadlineAbility to organise, lead and motivate other staffGood interpersonal skills and a confident communicatorDisplay confidentiality and discretion at all times		Application, References, Interview
Knowledge and Understanding	<ul style="list-style-type: none">Ability to maintain appropriate relationships and personal boundaries with children and young people.Display commitment to the protection and safeguarding of children and young people.Commitment to equal opportunities policies relating to gender, race and disability in an educational context.	<ul style="list-style-type: none">Knowledge of relevant legislation and guidance in relation to working with young people	Application, Reference, Interview
Personal Attributes	<ul style="list-style-type: none">Integrity, honesty and trustworthinessAbility to display a calm, tactful and responsible attitude		Application, References, Interview

	<ul style="list-style-type: none"> • Ability to work co-operatively and sensitively with others, both independently and as part of a team • Flexible approach and the ability to adapt to change within the working environment • Sense of humour and personable • Must be legally entitled to work in the UK (Asylum and Immigration Act 1996) • No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people (Post will be subject to an enhanced DBS check) 		
Special Circumstances		<ul style="list-style-type: none"> • Understanding of the school community 	Interview