

<b>POST TITLE: Site Manager</b>		
<b>PERSON SPECIFICATION</b>		
E = Essential D = Desirable		
A = Application I = Interview C = Certificate		
<b>MINIMUM ESSENTIAL REQUIREMENTS</b>	<b>METHOD OF ASSESSMENT</b>	
<b>Qualifications and Experience</b>		
<ul style="list-style-type: none"> <li>• 5 GCSE passes/ NVQ Certificates</li> </ul>	E	A/C
<ul style="list-style-type: none"> <li>• Qualified in relevant trade (joinery/ plumbing/ electrics)</li> </ul>	D	A/C
<ul style="list-style-type: none"> <li>• Relevant Health &amp; Safety Qualification (IOSHH/NEBOSH)</li> </ul>	D	A/C
<ul style="list-style-type: none"> <li>• Awareness of health &amp; safety &amp; hygiene procedures &amp; precautions</li> </ul>	E	A/C/I
<ul style="list-style-type: none"> <li>• Awareness of H&amp;S regulations (such as COSHH)</li> </ul>	E	A/C/I
<ul style="list-style-type: none"> <li>• Knowledge and experience of safe moving and handling procedures</li> </ul>	E	A/C/I
<b>Skills and Knowledge</b>		
<ul style="list-style-type: none"> <li>• Strong organisational and time management skills and ability to cope with conflicting demands</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Commitment to high standards</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Ability to motivate others and ensure priorities are met</li> </ul>	D	A/I
<ul style="list-style-type: none"> <li>• Ability to respond calmly to emergencies</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Able to undertake some tasks which require physical effort and have fitness level appropriate to the duties</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Able to use initiative and work pro-actively to solve problems</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Understanding of policies and processes and compliance with both</li> </ul>	E	A/I

Personal Characteristics		
<ul style="list-style-type: none"> <li>Ability to respond to advice and guidelines and to follow set procedures</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>Desire and willingness to learn new skills</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>Good physical fitness, clean and well presented</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>Calm and pleasant manner, and sense of humour</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>Trustworthy, reliable and punctual</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>Observe confidences and show discretion</li> </ul>	E	A/I
Other		
<ul style="list-style-type: none"> <li>Willingness to sometimes adjust working arrangements to meet changed circumstances</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>Full clean driving licence and own transport</li> </ul>	D	A

**Abbey Gates Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

**Any offer of employment will be subjected to receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service.**