

PERSON SPECIFICATION – SITE MANAGER, PENKETH HIGH SCHOOL

Criteria		Essential	Desirable	Assessment Method
Relevant experience / qualifications				
1	Educated to GCSE/O Level Standard inclusive of English & Maths or equivalent industry qualifications	X		A
2	NVQ Level 3 qualification in Caretaking/Site Management (or equivalent)	X		A
3	Experience of working as a caretaker or site supervisor	X		A/I
4	Experience in directing and managing the work of small teams including the allocation and checking of tasks.	X		A/I/R
5	Relevant qualifications in Health and Safety management (NEBOSH/ IOSH)		X	A
6	Experience in managing budgets	X		A/I/R
7	Experience in setting up and managing repairs and maintenance programmes	X		A/I/R
Knowledge & understanding				
8	Knowledge of Health & Safety legislation and procedures in relation to premise management and their impact within an education setting (COSHH, working at height, manual handling, asbestos, legionella etc)	X		A/I/R
9	Relevant practical experience in trades such as plumbing, electrical work, joinery	X		A
10	Knowledge of processes for engaging contractors	X		A/I
11	Knowledge of compiling health and safety documentation such as risk assessments, policies and statutory inspections logs	X		A/I
12	Good IT skills including knowledge of MS Office	X		A
Competencies				
13	Practical ability in a range of maintenance skills, ie painting, joinery, plumbing and electrics.	X		A/I/R
14	Excellent time management and organisational skills	X		A/I/R
15	Ability to work with and communicate effectively with a range of stakeholders and contractors by advising, guiding, negotiating, persuading in all matters relating to premises management, encouraging others to adopt a desired course of action, resolving problems or circumstances that may be outside current remit	X		A/I
16	Willingness to work occasionally outside of contracted hours and respond to emergency call outs	X		A/I
17	An understanding of school policies and procedures and a commitment to safeguarding.	X		A/I
18	Ability to prioritise and manage workload to meet tight deadlines.	X		A/I
19	Personal commitment to continuous professional development.	X		A/I
20	Ability to understand and demonstrate commitment to equality and diversity	X		A/I

Key: A = Application; I = Interview; T = Task

NOTE TO APPLICANTS: Whilst all points on the specification are important, those marked as 'essential' are the key requirements for the role. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.