



PERSON SPECIFICATION

SECONDARY SCHOOL SITE MANAGER

The successful candidate will have the following:

- Experience of working in facilities management, ideally in education or leisure
- Excellent IT skills
- A commitment to working with young people
- Be practical and have good general DIY skills and an ability to develop these skills
- Have high levels of physical fitness required for the physical demands of the role and an ability to work at height
- The flexibility to work additional hours/days as required
- High levels of energy and resilience
- Excellent communication and interpersonal skills
- A high level of personal presentation reflecting the Trust's very high standards and expectations
- Good organisational skills with a proactive approach
- The ability to work both independently and as part of a team
- A working understanding of and willingness to develop knowledge of Health and Safety legislation
- A full UK driving license with no endorsements

Preferred but not essential:

- Experience of a customer facing role in a customer focused environment
- Building trade qualifications
- Health and safety qualifications

The successful candidate will be able to:

- Work under pressure and respond positively to change at short notice
 - Ensure the Health and Safety of students and other users of the Trust's facilities by following relevant Trust policies including:
 - Health and Safety at Work
 - Safeguarding procedures
 - Risk assessment
 - Interact positively with students
 - Establish productive working relationships with other users including third party users of the facilities
 - Establish professional relationships with all staff in order to support the progress of students
 - Attend and participate in meetings as required by the head of estates and estates compliance manager
 - Participate in training and other learning activities as required
- Contribute to the overall ethos/work/aims of the Trust