



Person Specification: Site Manager

Criteria	Essential	Desirable	How Identified
Experience, knowledge and skills.	Able to prioritise. Good organisational skills in relation to maintaining own work load and that of team members and /or contractors. Ability to supervise and motivate. Ability to undertake basic administrative /clerical tasks including ordering and record keeping. Ability to use IT software to record water readings. Ability to carry out basic staff training relevant to the job. Ability to undertake minor repairs and maintenance within the building. A good understanding of cleaning science, equipment and materials. A good understanding of Health and Safety legislation, and good practice in relation to cleaning/caretaking.	Experience of building security duties including alarm setting. Previous / current caretaking and /or cleaning experience. Previous experience of general maintenance. Awareness and understanding of working within a school environment. Understanding of heating technology and systems.	Application Interview
Qualifications		Caretaking Training Carpentry Plumbing General DIY skills MIDAS achieved or be happy to work towards this qualification	Application Interview



Personal / Interpersonal Skills	A high level of professionalism and commitment. Excellent organisational skills and the ability to set and meet deadlines. Willingness to undertake daily site maintenance / cleaning duties eg sweeping, painting. Ability to create and maintain effective relationships with staff, governors, parents and children. Committed to safeguarding and promoting the welfare of children. Ability to communicate clearly to a range of audiences, both verbally and in writing. Approachable and caring with integrity. Flexible and creative with the ability to inspire others. Positive, open, honest, enthusiastic with a good sense of humour. Ability to work effectively in a team. A commitment to developing the ethos of the school. A willingness to be reasonably flexible in relation to working hours. A willingness to undertake job related training. Willingness to travel to training sessions. Able to attend site in an emergency.	Experience of managing a team of staff.	Application Interview References
School specific needs	Willing to undertake lettings when the building is used outside of normal working hours.		Application Interview

October 2026