

Site Manager - Person Specification

Education and Qualifications	Criteria	Assessment
English and Mathematics GCSE or equivalent	E	A
Qualified to NVQ level 3/4 in appropriate industry related subject	E	I
Facilities management qualification	D	A
Health and Safety training (NEBOSH, COSHH)	D	A
Experience	Criteria	Assessment
Experience of delivering and managing a facilities maintenance programme	E	A/I
Experience of liaising with and managing external contractors	E	A/I
Experience of conducting audits and inspections	E	A/I
Experience of working in a construction industry trade	D	A/I
Experience of working in an educational or similar setting	E	A/I
Ability to lead a team in delivering an efficient and high quality level of service	E	A/I
Knowledge of resources management, to include procurement of goods and services	E	A/I
Knowledge of financial and bookwork systems keeping clear and accurate auditable records	E	A/I
Skills and Attributes	Criteria	Assessment
Knowledge of safe practice when using cleaning materials/chemicals and/or machinery	E	A/I
Knowledge of Health and Safety issues (general) and Control of Substances Hazardous to Health (COSHH)	E	A/I
Knowledge of manual handling techniques	E	A/I
Knowledge of general building security and intruder alarm systems	D	A/I
Ability to lead a team in delivering an efficient and high quality level of service	E	A/I
Good communication skills	E	A/I
Ability to meet deadlines	E	A/I
Ability to demonstrate good levels of customer service	E	A/I
Personal Qualities	Criteria	Assessment
Highly motivated and self-reliant	E	A/I
Enthusiastic and committed	E	I
High standards of professionalism and confidentiality	E	A/I
High standards of personal presentation	E	I
A proactive approach with attention to detail	E	A/I
Reliable with an excellent record of attendance and punctuality	E	A/I
Ability to motivate others	E	I
A forward-thinking approach	E	I
Flexible	E	A/I
Excellent interpersonal skills	E	I
Willingness to take on other roles and responsibilities within the team	D	I
To have an understanding of and a commitment to Equal Opportunities within the workplace	E	I

Criteria Key

- E Essential
- D Desirable

Assessment Key

- A Application Form
- I Interview