



**GREAT LEARNERS TRUST**  
**PERSON SPECIFICATION**  
**SITE MANAGER**

	Essential	Desirable	Method of Assessment
Qualifications	<p>GCSEs or equivalent in English and Maths</p> <p>Full UK Drivers License</p>	<p>IOSH Managing Safely / NEBOSH / H&amp;S Qualifications</p> <p>Asbestos: Duty to Manage</p> <p>Legionella Water Hygiene Management</p> <p>Fire Safety Management</p> <p>IWFM recognised courses</p> <p>First Aid training qualification</p> <p>Further premises related qualifications / training</p>	<p>Application form</p> <p>Selection Process</p> <p>Certificates</p>
Experience	<p>Some experience of caretaking or premises and property management</p>	<p>Experience of managing COSHH</p> <p>Use of site maintenance equipment</p> <p>Experience of working in a school or education setting</p>	<p>Application form</p> <p>Selection Process</p> <p>References</p>
Skills / Knowledge	<p>To be able to carry out DIY and handyman general repairs without guidance</p> <p>Ability to lift and carry items</p> <p>Ability to work at heights</p> <p>Ability to manage own work effectively</p>	<p>Plumbing / joinery / electrical skills</p> <p>Knowledge of fire safety legislation</p> <p>Knowledge of security systems</p> <p>Knowledge of relevant H&amp;S policies/code of practice/legislation including COSHH, manual handling procedures and precautions</p>	<p>Application form</p> <p>Selection Process</p> <p>References</p>

	<p>Ability to carry out health and safety checks and maintain relevant records</p> <p>Good IT skills – able to use a tablet and app for recording information</p>		
Personal Qualities	<p>Commitment to working in an school setting and improving the quality of education and wellbeing of children and staff</p> <p>Willingness to work as part of a team</p> <p>Good communication skills</p> <p>Ability to work to deadlines</p> <p>Ability to use own initiative</p> <p>Good administrative skills</p> <p>Willingness to participate in development and training opportunities</p> <p>Good Sense of Humour</p>		<p>Application form</p> <p>Interview</p> <p>References</p>
Additional	<p>Willingness to be flexible and to work outside of normal hours if required</p>		<p>Application form</p> <p>Interview</p> <p>References</p>