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| **PERSON SPECIFICATION** |

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| Section: The Kingsmead School | Grade:E |
| Job Title: Site Manager | Date Prepared: August 2020 |

A I T shows how the job criteria will be assessed – A = Application, I = Interview, T = Test

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| **EXPERIENCE:** |
| **Essential Criteria:** | AIT | **Desirable Criteria:** | AIT |
| * Experience in Buildings Maintenance
* At least two year’s experience in an appropriate environment working with Health and Safety and Security
* Experience of using basic IT packages to record information and produce reports
* Practical experience of supporting risk assessments and site inspections
* Experience of supervising and monitoring the work of others to ensure standards are met and work is carried out efficiently
 | AIAIAIAIAI | * Previous experience of carrying out practical tasks and repairs.
* Experience in an educational setting
* Experience of providing support to other staff
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| **QUALIFICATIONS:** |
| **Essential Criteria:** | **AIT** | **Desirable criteria:** | **AIT** |
| * Evidence of a range of H&S qualifications
 | A | * NEBOSH Certificate
* IOSH – ‘Working Safely’ or ‘ Managing Safely’
* Basic IT, Literacy and Numeracy qualification
 | AAA |
| **SKILLS AND KNOWLEDGE:** |
| **Essential Criteria:** | **AIT** | **Desirable criteria:** | **AIT** |
| * Broad knowledge of current H&S at work legislation and COSHH
* Ability to communicate effectively at all levels
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* Use of specialist cleaning materials and products
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| **OTHER FACTORS:** |
| **Essential Criteria:** | **AIT** | **Desirable criteria:** | **AIT** |
| * Ability to respond positively to and relate to site users and work colleagues
* Good attendance record
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| **PERSONAL QUALITIES:** |
| **Essential Criteria:** | **AIT** | **Desirable criteria:** | **AIT** |
| * Flexible approach to the needs of the site/location and able to response to fast changing circumstances.
* Reliable and responsible
* Able to use your own initiative/problem solve
* Remain calm in challenging circumstances
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| **JOB CIRCUMSTANCES:** |
| **Essential Criteria:** | **AIT** | **Desirable criteria:** | **AIT** |
| * Willing to travel between various locations
* Willing to undertake further training
* To work across all sites and to travel between locations
* Able to occasionally work unsociable hours to respond to emergencies.
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| **EQUALITIES:** |
| **Essential Criteria:** | **AIT** | **Desirable criteria:** | **AIT** |
|  |  | * Knowledge and awareness of Derby City Council Equal Opportunities policy
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