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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 | AI  AI  AI  AI  AI | * Previous experience of carrying out practical tasks and repairs. * Experience in an educational setting * Experience of providing support to other staff | AI  AI  A | |
| **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 | | A  A  A | |
| **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 | AI  I | * Knowledge of operation of mechanical equipment * Use of specialist cleaning materials and products | | AI  AI | |

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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 | | AI  AI |  |  | |
| **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 | | IT  AI  AIT  AI |  |  | |
| **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. | | AI  AI  AI |  |  | |
| **EQUALITIES:** | | | | |
| **Essential Criteria:** | **AIT** | | **Desirable criteria:** | **AIT** | |
|  |  | | * Knowledge and awareness of Derby City Council Equal Opportunities policy | I | |