

## St Martins School School Site Manager

### Person Specification

Personal Qualities	Status	Source of Evidence
Excellent communication skills, both verbal and written.	Essential	T, I
Excellent organisational skills	Essential	R, I
Flexibility, empathy and a sense of humour	Essential	R, I
Highly motivated and able to analyse and problem solve	Essential	A, T, I
Ability to plan own workload and be aware of other colleagues' priorities	Essential	A, I
Keen to develop professionally and learn new skills	Desirable	A, I

Qualifications and Experience	Status	Source of Evidence
N/SVQ Level 4 or NHD/Degree in relevant discipline or appropriate experience at senior level.	Desirable	A, C
Good level of GCSE (or equivalent) education including Maths and English	Essential	A, C
Good working knowledge of buildings and estates, having previously managed buildings/grounds/facilities.	Essential	A, C, R, I
First Aid qualification or willingness to complete the training	Desirable	A, C
Considerable DIY experience	Essential	A, I
Experience of overseeing other works i.e. contractors, caretakers etc. and of undertaking responsibility of the care and maintenance of premises.	Desirable	A, I
Experience of dealing with a variety of stakeholders in person, by email and on the telephone	Desirable	A, I

Knowledge and Understanding	Status	Source of Evidence
Ability to lead and work as part of a team, taking responsibility and prioritising work and meeting challenging deadlines.	Essential	A, R, I
Management skills	Essential	A, R, I
Knowledge of schools and issues relating to education	Desirable	A, I
Knowledge of mini bus maintenance and training requirements	Desirable	A, I
Indefatigable energy and resilience	Essential	R, I

Skills	Status	Source of Evidence
Working knowledge of Health and Safety relating to the post.	Essential	A, I
Knowledge of the operation of heating, ventilating systems and common knowledge of malfunctions and energy efficiency measures.	Desirable	A, I
Knowledge of maintenance and security systems and procedures	Desirable	A, I

A	Application	R	Reference	T	Tasks
C	Document Check	L	Observed Lesson	I	Interview