

Person Specification for Site Manager

	Essential	Desirable	Assessed via		
Qualifications:					
GCSE pass grade C/4 or above in Maths and English (or equivalent)	✓		Application form and interview Certificates checked at interview		
Level 3 Health and Safety qualification (or other relevant qualification)	✓				
Trade qualification (i.e. plumbing, electrical)		✓			
IOSH certificate or a commitment to achieve this standard		✓			
Experience:					
Proven experience working in a similar role in an education setting or commercially	✓		Application form		
Experience working in a special education environment		✓	Application form		
Knowledge and Skills:					
Good knowledge of computer packages: MS Office, Excel, Word, Outlook and databases	✓		Application form/task		
Excellent understanding of health and safety policies and procedures, risk management and compliance	✓		Application form / interview		
Attention to detail and methodical approach to daily tasks	✓		Application form		
Problem solving, recording and reporting skills	✓		Application form / interview		
Understanding of special education needs		✓	Application form		
Able to prioritise tasks and respond to situations that may require urgent attention	✓		Application form / interview		
Planning and project management skills		✓	Application form / interview		
Full, clean driving licence essential, MIDAS training desirable	✓		Application form / interview		
Willing to undertake training and other activities to further develop the skills needed for the role	✓		Interview		
Excellent verbal and written communication skills	✓		Interview		
Understands safeguarding procedures relating to the role	✓		Interview		
Personal Qualities:					
Able to communicate effectively with a wide range of people and deal with difficult situations	✓		Interview		
Prepared to take and implement decisions and accept responsibility for own actions	✓		Interview		
Willing to put the needs of our students at the centre of all they do at work	✓		Interview		
Excellent record in both attendance and punctuality.	✓		Reference		
Ability to work as part of a team and support colleagues	✓		Interview		
Self-motivated and able to work under own initiative when the situation demands this	✓		Interview		
Physically able to undertake all aspects of the role	✓		Interview		
Resilient - ability to cope with a demanding workload and deal with emergencies when required	✓		Interview		
Have use of a car and able to travel between college sites	✓		Application form		
Ability to work flexibly as required to meet the needs of the College	✓		Interview		
High expectations of self and others	✓		Interview		
Committed to equality of opportunity for all	✓		Interview		