**Site Manager**

**Person Specification**

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| **Attributes** | **Essential Criteria** | **Desirable Criteria** |
| **Knowledge** | Standard office procedures  Microsoft Office: Word and Excel to produce documents and basic spreadsheets  GDPR  Basic Health and Safety, Safeguarding | Database / Management Information Systems  Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality |
| **Experience** | Relevant experience of working in a general office /administration environment  Office / reception management / first contact with customers / visitors  Working closely as part of a team and/or line management others  Following process e.g. purchase orders | Experience of working with children within a school setting  Maintaining electronic records |
| **Skills & Ability** | Good level of spoken and written English to communicate confidently, effectively, and accurately.  Good level of numeracy and analytical skills to reconcile financial transactions and perform basic calculations.  Communicates in a clear, concise and polite manner on the telephone and face to face  Precision in the use of keyboard; can compose a clear message via email, letters and reports  Adhere’s to policy and procedure  Completes work with accuracy and good presentation  Develops and maintains effective working relationships with a wide range of people  Organises own work in line with school’s annual Calendar |  |
| **Attitudes** |  |  |
| Attitudes | Commitment to own development/willing to undertake job related training  Commitment to equality of opportunity.  Commitment to race and gender equality and social inclusion. | An understanding of the ethos of the school and support school in promoting values and a moral code.  Understanding of the needs to promote positive role models |
| **Role Specific Requirements** | **Attention to Detail:**  Meticulous attention to detail in identifying and addressing maintenance needs, safety concerns and cleanliness throughout the school to ensure compliance with statutory health and safety standards and a high level of pride for our school.  **Proactive Approach:**  Demonstrate a proactive approach in identifying potential issues and taking preventative measures to maintain a secure and optimal learning environment.  Competent in a Basic Level of Trade Standard Skills  **Organised:**  Maintain a system for tracking and managing maintenance requests, equipment inventory, contractor work and necessary supplies.  Keep accurate records of completed tasks and ongoing projects.  **Ability to prioritise**: Address urgent issues promptly while also planning and executing preventative maintenance schedules.  **Teamwork and Communication:**  Collaborate with other staff to coordinate maintenance activities and ensure the overall functionality of the school facility. | **Desirable Qualifications or Experience** (advantageous but ongoing training and development will also be provided): |