



St Bartholomew's CE Multi Academy Trust



PERSON SPECIFICATION – Site Manager (Grade 5)

| FACTORS | ESSENTIAL | DESIRABLE |
|---------------------------|---|---|
| Qualifications | <ul style="list-style-type: none">• Good literacy and numeracy skills | <ul style="list-style-type: none">• NVQ Level 3 or equivalent in relevant discipline. |
| Experience | <ul style="list-style-type: none">• Knowledge and understanding of relevant policies/codes of practice – Health and Safety.• Ability to use a range of tools and equipment ensuring safe handling and storage.• Demonstrable experience of planning and managing building projects and premises improvements. | |
| Skills / abilities | <ul style="list-style-type: none">• Excellent, friendly and professional interpersonal skills.• Ability to relate well to children and adults.• To be able to work under pressure in a very busy and diverse environment.• Ability to communicate clearly at all levels with internal and external personnel, contractors and suppliers.• Ability to work as a member of a team.• Able to respond flexibly and adapt to changing and challenging circumstances.• Operate calmly and effectively.• Show initiative and self-motivation.• Show commitment to a clear and shared vision for an effective organisation.• Prioritise, plan and organise to undertake main duties and responsibilities with limited access to the DFO.• Ability to manage a variety of competing priorities and meet deadlines. | |



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|---------------------------|--|--|
| Personal Qualities | <ul style="list-style-type: none">• Highly motivated with high expectations, a positive attitude and a good sense of humour.• Ability to adhere to security requirements in respect of Child Protection and Data Protection regulations.• Highly motivated with high expectations and a positive attitude.• Excellent self-management skills including the ability to plan and organise one's time effectively.• An approachable professional who responds well to and offers constructive advice.• Ability to relate well to children and adults.• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. | |
| Commitment | <ul style="list-style-type: none">• Commitment to personal professional development.• Committed to equality of opportunity.• Commitment to upholding the Christian Ethos of the Trust. | <ul style="list-style-type: none">• Practicing Christian |