



Site Manager – Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Literate and numerate 	<ul style="list-style-type: none"> Educated to A level or IB standard Recognised qualification in relevant areas of premises or building trade
Personal qualities	<ul style="list-style-type: none"> A positive 'can do' disposition High expectations for standards of cleaning Excellent all round communication skills Work flexibly to recognise the demands of a school environment Identify and solve problems Respond appropriately to children in a school environment Work as part of a team Support Christian values and practices in the life of Hope Community School 	<ul style="list-style-type: none"> Willing to participate in development and training opportunities
Experience	<ul style="list-style-type: none"> Experience of facilities and asset management or handy person working in a primary school or other community setting Working with a diverse range of clients/customers 	<ul style="list-style-type: none"> Management of site staff Budget management
Knowledge	<ul style="list-style-type: none"> All statutory testing requirements Legislation specific to health and safety and related issues Working knowledge of relevant policies/codes of practice/legislation 	<ul style="list-style-type: none"> Knowledge of health and safety procedures Knowledge of COSHH regulations Knowledge of Fire Risk assessment Awareness of health and hygiene procedures Knowledge of moving and handling procedures
Skills	<ul style="list-style-type: none"> The ability to create and maintain an electronic filing system The ability to prioritise own workload in line with Job Description 	<ul style="list-style-type: none"> A good working knowledge of MS Word and email systems

167 Rectory Lane, Sidcup, Kent, DA14 5BU.

Tel: 020 3223 2000

enquiries@hopecommunityschool.org

www.hopecommunityschool.org

New Generation Schools Trust. Company Registered in England, Number: 7963778