

## Person specification

### Site Manager

June 2026

Attributes	Essential	Desirable	How identified
Qualifications	<p>At least GCSE Grade C or 5 or equivalent in English and Maths</p> <p>Health and Safety training e.g. IOSH Managing Safely or similar</p>	<p>Working towards a facilities management qualification e.g. IWFM or similar</p> <p>Health and Safety Qualification e.g. NEBOSH, IOSH</p>	<p>Application</p> <p>Certification</p>
Experience	<p>Experience in managing facilities within a large school or similar setting</p> <p>Substantial experience of the management and supervision of employees performing similar work.</p> <p>A record of working within a medium sized organisation</p> <p>Proven experience of working within the Education Sector.</p>	<p>Working in a Multi Academy Trust in an equivalent role</p>	<p>Application</p> <p>Interview</p> <p>Reference</p>
Knowledge and skills	<p>Experience of management of the facilities annual operating budget including compliance with financial delegations.</p> <p>Good working knowledge of Microsoft Office including Word, Excel and Outlook</p> <p>Experience of using a Facilities Management system e.g. Every Compliance, Parago or similar</p> <p>Reporting to management on Health and Safety compliance</p> <p>Strong interpersonal, negotiation and communication skills</p>	<p>GDPR and Data Protection in relation to managing personal data</p> <p>Knowledge of safeguarding in schools</p> <p>Knowledge of diversity, inclusivity, wellbeing in relation to positive staff engagement</p>	<p>Application</p> <p>Interview</p> <p>Exercise</p> <p>Reference</p>

Attributes	Essential	Desirable	How identified
	<p>Have a customer focused and flexible approach to work Excellent time management, prioritisation, organisational and administrative skills</p> <p>Initiative and ability to work without direct supervision, taking entire responsibility for tasks, prioritising and scheduling own workload</p> <p>Willingness to develop self and others professionally, maintain up to date knowledge relevant to the role and attend courses as required</p>		<p>Application</p> <p>Interview</p> <p>Exercise</p> <p>Reference</p>
Character	<p>Strong moral purpose, drive for continuous improvement and commitment to a strong People Management culture across all sites.</p> <p>Pro-active in the role</p> <p>Self-motivated with a 'can-do' approach to problem solving.</p> <p>Experience of building and sustaining credible working relationships with a wide range of stakeholders in positive manner</p> <p>Excellent communication skills including verbal and report writing for senior leadership teams and boards</p> <p>Strong attention to detail</p> <p>Full driving licence with access to a car and able to work across various school locations</p>		<p>Application</p> <p>Interview</p> <p>Reference</p>