



Job Specification

Post Held	Site Manager
Salary Scale	Bexley 7
Hours/Weeks	37.5 x 52 weeks per year
Qualification and Experience	<ul style="list-style-type: none"> • Hold recognised training/qualifications associated with premises management • Significant experience or skills in a trade • The ability to understand and apply regulations such as health & safety, manual handling, COSHE, Legionella etc • The ability to operate and understand electrical/mechanical systems • Risk Assessment experience/qualification • Competent at basic building repairs and maintenance • To be able to use small industrial, electrical and mechanical equipment • Staff management experience
Abilities, Skills and Knowledge	<ul style="list-style-type: none"> • Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post • Good communication skills • Excellent numeracy and literacy skills • Good IT skills • Sound planning and negotiating skills • Ability to gather information, analyse data and problem solve • Ability to manage own time effectively and demonstrate initiative including establishing priorities • Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests • Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school • Ability to manage people directly and indirectly • Ability to adapt to changing and conflicting demands • Ability to be flexible and work as part of a team or individually as required • Ability to demonstrate an understanding of children • Ability to contribute to the life of the school • Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies. • Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely
To whom responsible	Headteacher
To work closely with	Senior leadership team and Admin team