**Compass Learning Centre – Site Manager with Caretaking Duties**

**Person Specification**

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| criteria | Essential | desirable | Assessment / Evidenced (Application, References, Documents (originals) Selection task, Interview) |
| **Qualifications and training** | * 5 GCSE’s grade C or above including English & Maths
 | * Level 3 or above professional trade / multi-skills qualification, eg NVQ or equivalent.
* Health & Safety qualification or previous training, eg CSCS, SSTS or equivalent.
* First Aid
 | ApplicationDocumentsInterview |
| **Experience Skills and knowledge** | * Good understanding of health and safety regulations
* Ability to work flexibly, independently and as part of a team
* Basic DIY skills
* Ability to plan, organise and prioritise
* Caretaking / building maintenance
* Security, including alarm systems
* Working in a team
* Working with contractors and other stakeholders
 | * Health and Safety management experience.
* Professional trade experience.
* Previous site management experience.
* Experience of identifying and advising senior staff of development opportunities
* Understanding of site Risk Assessments & Method Statements (RAMS).
 | ApplicationInterview |
| **Personal qualities** | * Flexible, adaptable and willing to work outside of school hours as required.
* Ability to work under pressure and prioritise effectively.
* Able to build strong relationships.
* Embraces change well.
* Deals with difficult situations effectively.
* Commitment to promoting the ethos and values of the school and getting the best outcomes for all students
* Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school
* Commitment to maintaining confidentiality at all times
* Commitment to safeguarding and equality
 |  | ApplicationInterview |
| **Physical requirements** | * Be reasonably fit to carry out the duties of the job.
* Able to carry out some manual handling and lifting.
* Able to carry out work at high levels using appropriate equipment
 |  | ApplicationInterview |
| **Other** | * Driving licence, use of a vehicle and associated business use insurance
* Willing to undertake necessary training as required.
 |  | ApplicationInterview |

***January 2024.***