**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 | Application  Documents  Interview |
| **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). | Application  Interview |
| **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 |  | Application  Interview |
| **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 |  | Application  Interview |
| **Other** | * Driving licence, use of a vehicle and associated business use insurance * Willing to undertake necessary training as required. |  | Application  Interview |

***January 2024.***