

**Balby Central Primary Academy
Site Manager Person Specification**

	Essential Criteria	Desirable Criteria	Method of Assessment/Source of Information
Education and Qualifications			
Valid IOSH Certificate		Yes	Application Certificate
A construction trade qualification		Yes	Application Interview Certificate
Experience			
Experience regarding health and safety requirements and legislation	Yes		Application Reference Interview
Experience of managing buildings, grounds and related facilities	Yes		Application Reference Interview
Experience of working in a school environment	Yes		Application Interview
Experience of using spreadsheets, databases, e-mail, the internet and other IT systems	Yes		Application Reference Interview
Experience of managing contractors	Yes		Application Reference Interview
Experience of supervising staff	Yes		Application Reference Interview
Knowledge, Skills and Abilities			
Able to plan, monitor, evaluate and review proactively	Yes		Application Interview
Able to demonstrate high standards and expectations	Yes		Application Reference Interview
High level of motivation and "can do" attitude	Yes		Application Reference Interview
Strong communication skills (both oral and written) with an ability to articulate proposals to all key stakeholders	Yes		Application Reference Interview
Ability to work under pressure and prioritise workload	Yes		Application Reference Interview
Problem solving and decision-making skills	Yes		Application Reference Interview
Ability to evaluate jobs and estimate costs	Yes		Application Reference Interview
Other Requirements			
A commitment to safeguarding procedures	Yes		Application Reference Interview
Willing to work negotiated flexible hours as appropriate	Yes		Application

			Interview
A good attendance and punctuality record	Yes		Application Reference