Person Specification: Site Personnel

Essential	Desirable	
Qualifications, Experience & Training		
Proven experience of managing and developing staff.	Five years' experience of property and grounds maintenance.	
Proven experience of managing contractors and other professionals.	Experience of property and grounds maintenance, planning and scheduling.	
Proven experience of project management e.g. best practice, value for money.	Experience of financial management and budget monitoring. Experience of dealing with members of the public.	
Proven experience and ability to delivery complex projects on time and in		
budget.	Supervisory experience.	
A high level of practical and procedural knowledge in the specialist area of building management.	Professional Building / Property Maintenance qualification.	
Experience in assessing standards and meeting performance targets.	Experience of working in a school.	
Good levels of English and Maths.		
Competent in use of IT to develop efficient systems of work.		
Appropriate health and safety, COSHH and buildings management qualifications.		

Personal Characteristics

A good team player.	Commitment to further their own professional development.
Calm and patient under pressure.	Self-aware & perceptive.
Hard working, energetic and	Sell-aware & perceptive.
enthusiastic.	Well organised.
Adaptable and flexible.	
Willing to learn.	

Skills

Track record of managing people.

Good interpersonal skills.

Good planning and managing skills.

Ability to build positive relationships with a wide range of people.

Ability to deal with people in a professional, assertive and diplomatic manner.

Ability to prioritise, plan and implement appropriately.

Ability to represent school on behalf of Head Teacher.

Knowledge and Understanding

Knowledge of Health & Safety legislation.

Knowledge of Fire regulations.

Knowledge and understanding of building construction.

All-round understanding of property maintenance issues and the appropriate skills and knowledge to react appropriately to emergencies that may happen on site.

Knowledge of local government and committee processes.