

ASCENT ACADEMIES TRUST
PERSON SPECIFICATION – Site Manager

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	GCSE A* - C or equivalent, including Maths and English	Application Certificate	D1	Health and Safety Qualification	Application Certificate
				D2	Evidence of continued commitment to personal professional development	Application Interview
Experience & Knowledge	E2	Minimum of 12 months of site manager role or similar	Application Reference Interview	D3	Experience of working in a school/ academy environment	Application Reference Interview
	E3	Experience of working in a supervisory role and line management of staff	Application Reference Interview	D4	Experience of managing contract services	Application Reference Interview
	E4	Sound knowledge of Health and Safety regulations and know how to apply them	Application Reference Interview	D5	Experience in understanding needs of young people with special educational needs	Application Reference Interview
	E5	Experience of working effectively with a range of professionals and possess strong people skills	Application Reference Interview			
	E6	Experience of completing risk assessments and monitoring risks/ controls	Application Interview			
Skills	E7	Competent at basic building repairs & maintenance and grounds maintenance	Application Reference Interview	D6	Ability to work to tight budgets whilst maintaining quality	Application Interview

	E8	Ability to effectively organise and supervise other staff and external contractors	Application Interview			
	E9	Possess strong ICT skills	Application Interview			
	E10	Possess sound organisational skills and be able to prioritise tasks and workload effectively	Application Interview			
Personal Attributes	E11	Self motivated and be able to work on your own initiative	Application Interview			
	E12	A willingness to share knowledge and demonstrate good practice with colleagues	Application Interview			
Special Requirements	E13	Ability to work flexibly to meet the demands of the post	Application Interview	D7	A willingness and ability to work across the Trust as required	Application Interview
	E14	Suitable to work with children/young people	Application Disclosure			