

**1ROCHDALE BOROUGH COUNCIL**  
**PERSON SPECIFICATION**

Site Manager (Level 2)

Grade 7 (SCP) 25-29

**Note to Applicants**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

- The *Essential* Criteria are for the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The *Desirable* Criteria are used to help decide between candidates who meet **ALL** the Essential Criteria.
- The *How Identified* column shows how the Council will obtain the necessary information about you.
- If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
<b>QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• To possess GCSE English and Mathematics at Grade A* - C, or GCSE Level 4 - 9, <b>or</b> a Level 2 qualification in Literacy and Numeracy.</li> <li>• Relevant Level 4 Diploma in Property, Caretaking and Facilities Supervision <b>or</b> Principles of Facilities Management.</li> <li>• Full, clean driving licence (if applicable).</li> <li>• Experience of working in site management/maintenance/trades.</li> <li>• Experience of undertaking DIY, including the use of hand and power tools e.g. drills.</li> <li>• Experience of managing staff and/or contractors.</li> </ul>	<b>Application Form/Checking of Certificates</b>	<ul style="list-style-type: none"> <li>• First Aid Certificate.</li> <li>• Experience of managing budgets.</li> <li>• Experience of project management.</li> <li>• Health and Safety qualification (eg IOSH).</li> </ul>	<b>Application Form/Checking of Certificates</b>

<p><b>SKILLS AND KNOWLEDGE</b></p>	<ul style="list-style-type: none"> <li>• Problem solving skills and ability to use judgement to interpret information and make decisions.</li> <li>• Organisational skills to effectively priorities own work and that of team members.</li> <li>• Ability to manage projects and allocate resources as necessary.</li> <li>• Ability to respond calmly in emergency situations.</li> <li>• Ability to undertake tasks that require physical effort, e.g. lifting, portage duties, working at height.</li> <li>• Good interpersonal skills, with the ability to work with a range of colleagues, external contacts and children.</li> <li>• Able to complete paperwork, accurately maintain records and produce reports.</li> <li>• Ability to undertake building repairs, DIY and general maintenance.</li> <li>• Comprehensive knowledge of Health &amp; Safety procedures, safe working practices and risk assessment, e.g. COSHH, working at height, manual handling.</li> <li>• Understanding of the importance of safeguarding/child protection procedures when working with children.</li> <li>• Sound working knowledge of contract procedures.</li> <li>• Ability to manage budgets and produce associated reports.</li> </ul>	<p><b>Application Form/Interview</b></p>	<ul style="list-style-type: none"> <li>• Ability to use and interpret data.</li> </ul>	<p><b>Application Form/Interview</b></p>
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<p><b>SPECIAL WORKING CONDITIONS</b></p>	<ul style="list-style-type: none"> <li>• Able to work flexibly, including evening and weekend meetings as required.</li> <li>• Key holding responsibilities.</li> <li>• Ability to relate to and promote the ethos of the school.</li> <li>• Willingness to undertake training as required.</li> <li>• Flexible in approach and able to meet the changing demands of the role.</li> <li>• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.</li> </ul>	<p><b>Application Form</b></p>		
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