



Lindon Bennett School Person Specification for Site Manager

Job descriptions are to be reviewed annually

The responsibilities listed are the basic essentials of the post. It is always open to the post-holder to propose ways of extending these responsibilities.

Essential	Desirable
<p>Qualifications</p> <ul style="list-style-type: none"> • Good standard of literacy & numeracy • Relevant premises/facilities management experience. • IOSH Managing Safely (or willingness to obtain). • First Aid at Work (or willingness to obtain) • Fire Warden training (or willingness to obtain). 	<ul style="list-style-type: none"> • Trade qualification or FM certification. • Additional H&S qualifications. • Experience using Every compliance system. • GCSE English and Maths (or equivalent).
<p>Experience</p> <ul style="list-style-type: none"> • Experience in premises/facilities management. • Experience supervising staff. • Experience coordinating contractors and reviewing RAMS. • Experience managing statutory compliance schedules. • Experience conducting risk assessments. • Experience working at height safely. 	<ul style="list-style-type: none"> • Experience monitoring budgets. • Experience preparing for audits. • Experience in a school or public sector setting. • Experience overseeing specialist plant systems.
<p>Knowledge and Skills</p> <ul style="list-style-type: none"> • Strong knowledge of premises H&S legislation. 	

<ul style="list-style-type: none"> • Knowledge of fire, water hygiene, asbestos and COSHH compliance. • Ability to manage compliance systems and deadlines. • Ability to design and monitor safe systems of work. • Ability to analyse accident data and implement corrective actions. • Awareness of GDPR and cyber security risks relating to premises systems. • Strong IT and organisational skills. • Ability to lead a small team effectively. • Financial awareness and prioritisation skills. 	
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Willingness to adopt a hands-on approach and undertake operational duties when required. • Leads by example and works collaboratively with the team. • Flexible to work evenings, weekends and attend emergencies. • Calm, resilient and professional. • Strong commitment to safeguarding and high standards. 	
<p>Additional Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS clearance. • Full clean UK driving licence. • Willingness to undertake induction and relevant training. • Physically able to undertake the duties of the role. • Commitment to ongoing professional development. 	<ul style="list-style-type: none"> • MIDAS trained (Standard and Accessible) or willingness to undertake training.