



BISHOP WORDSWORTH'S SCHOOL PERSON SPECIFICATION – SITE MANAGER

Criteria	Essential	Desirable
Qualifications and Knowledge		
Good standard of general education, including literacy and numeracy	✓	
Good working knowledge of health and safety legislation and safe working practices	✓	
Knowledge of risk assessment, COSHH and fire safety requirements	✓	
Understanding of statutory premises compliance requirements	✓	
IOSH Managing Safely or equivalent health and safety qualification		✓
NEBOSH qualification		✓
Knowledge of asbestos management and associated compliance requirements		✓
Knowledge of legionella management and water hygiene requirements		✓
Full UK driving licence	✓	
Experience		
Experience of working in a site, facilities, premises or estates management role	✓	
Experience of managing planned and reactive maintenance	✓	
Experience of managing and monitoring contractors and external service providers	✓	
Experience of reviewing risk assessments and safe systems of work	✓	
Experience of fire safety management and statutory premises compliance	✓	
Experience of managing or supervising staff	✓	
Experience of managing budgets and controlling expenditure	✓	
Practical experience and ability to undertake minor maintenance and repairs	✓	
Experience of maintaining accurate compliance, servicing and inspection records	✓	
Experience of managing projects, refurbishment or improvement works		✓
Experience of working within a school or education environment		✓
Experience of using premises or compliance management software		✓
Skills and Abilities		
Strong practical problem-solving skills with the ability to identify issues and take appropriate action	✓	
Ability to work independently, use initiative and take ownership of the school site	✓	
Ability to plan and prioritise a varied workload and manage competing demands effectively	✓	
Ability to develop and manage planned preventative maintenance schedules	✓	
Ability to assess when work can be undertaken internally and when specialist contractors are required	✓	
Ability to lead, motivate and manage a small Site Team effectively	✓	
Ability to manage contractors confidently and hold service providers to account	✓	
Good organisational and record-keeping skills, particularly in relation to statutory compliance	✓	
Good IT skills and confidence using electronic systems, spreadsheets and online portals	✓	
Ability to communicate effectively with staff, contractors, suppliers, governors and external agencies	✓	

Ability to remain calm, practical and decisive when responding to emergencies	✓	
Personal Qualities		
Proactive and self-motivated, with a positive, can-do approach	✓	
Practical and hands-on, with a willingness to become directly involved when required	✓	
Takes pride in maintaining a safe, secure and well-presented school environment	✓	
Reliable, organised and able to work with minimal supervision	✓	
Flexible and adaptable in response to changing operational priorities	✓	
Able to exercise sound judgement and recognise when matters should be escalated	✓	
Strong commitment to health and safety and maintaining high standards of compliance	✓	
Able to maintain appropriate confidentiality and professional boundaries	✓	
Willing and able to respond to occasional emergencies outside normal working hours	✓	
Safeguarding		
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Understanding of the importance of appropriate professional conduct and safeguarding within a school environment	✓	
Willingness to undertake relevant safeguarding training and comply with the School's safeguarding procedures	✓	

Additional Requirements

The successful candidate will be expected to participate in the school's out-of-hours emergency response arrangements and, when required, attend the site outside normal working hours in response to security incidents, emergencies or urgent maintenance matters.

The appointment is subject to the School's safer recruitment procedures, including satisfactory references and an enhanced DBS check with the appropriate barred list check.

Date		Signed (Postholder)	
Date		Signed (Headteacher)	