

High Wycombe Church of England School

Site Manager – Person Specification

Qualifications and Training

Criteria	Essential	Desirable
Good general education, including literacy and numeracy skills	<input checked="" type="checkbox"/>	
Relevant trade, technical or building qualification (e.g. City & Guilds, NVQ)	<input checked="" type="checkbox"/>	
Health and Safety training (e.g. IOSH, COSHH, Fire Safety, Manual Handling)	<input checked="" type="checkbox"/>	
Training in basic plumbing, electrical or joinery work		<input checked="" type="checkbox"/>
First Aid qualification		<input checked="" type="checkbox"/>
Willingness to undertake further professional development as required	<input checked="" type="checkbox"/>	

Experience

Criteria	Essential	Desirable
Experience of premises management, maintenance or a similar role		<input checked="" type="checkbox"/>
Experience of working in a school or educational setting		<input checked="" type="checkbox"/>
Experience supervising or line-managing staff and contractors		<input checked="" type="checkbox"/>
Experience managing budgets, ordering materials, and liaising with suppliers		<input checked="" type="checkbox"/>
Experience maintaining records, logs, and compliance documentation		<input checked="" type="checkbox"/>
Experience overseeing site security, fire safety and emergency procedures		<input checked="" type="checkbox"/>

Knowledge and Skills

Criteria	Essential	Desirable
Sound understanding of Health & Safety regulations and building compliance requirements		<input checked="" type="checkbox"/>
Ability to carry out general repairs, maintenance, and decorating tasks safely and efficiently	<input checked="" type="checkbox"/>	
Knowledge of security systems, fire alarms, heating, and water systems		<input checked="" type="checkbox"/>

Criteria	Essential	Desirable
Ability to prioritise workload, plan maintenance schedules and meet deadlines	<input checked="" type="checkbox"/>	
IT literacy for record keeping, communication, and compliance documentation	<input checked="" type="checkbox"/>	
Knowledge of energy efficiency and sustainability practices in building management		<input checked="" type="checkbox"/>

Personal Qualities

Criteria	Essential	Desirable
Reliable, proactive and self-motivated with a strong sense of responsibility	<input checked="" type="checkbox"/>	
Excellent communication and interpersonal skills	<input checked="" type="checkbox"/>	
Commitment to teamwork and working collaboratively with staff and governors	<input checked="" type="checkbox"/>	
Ability to use initiative and problem-solve effectively	<input checked="" type="checkbox"/>	
Flexibility and willingness to work additional hours for school events if required	<input checked="" type="checkbox"/>	
Commitment to the school's Christian vision, values and inclusive ethos	<input checked="" type="checkbox"/>	

Safeguarding Statement

High Wycombe Church of England School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

All staff are required to follow the school's Child Protection and Safeguarding Policy and report any concerns to the Designated Safeguarding Lead (DSL) or Headteacher immediately.

All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check, references, and other pre-employment checks in line with *Keeping Children Safe in Education*.