

## SITE MANAGER

### PERSON SPECIFICATION

|                           | <b>ESSENTIAL</b>   | <b>DESIRABLE</b>  | <b>METHOD OF ASSESSMENT</b>                          |
|---------------------------|--|---|--|
| <b>PERSONAL QUALITIES</b> | <ul style="list-style-type: none"> <li>• Reliable, honest, and hardworking.</li> <li>• A flexible and adaptable approach.</li> <li>• Ability to handle confidential information with discretion.</li> <li>• Able to work to a deadline.</li> <li>• Able to work on own initiative.</li> <li>• Able and willing to work as part of a team seeking guidance if required.</li> <li>• Strong commitment to customer care and to deliver high quality services.</li> <li>• Good communication and interpersonal skills</li> <li>• Able to manage and prioritise a busy workload.</li> <li>• Takes a pride in their work.</li> </ul> |   | <p>Application form<br/>Interview<br/>References</p> |
| <b>EXPERIENCE</b>         | <ul style="list-style-type: none"> <li>• Experience of managing a team.</li> <li>• Strong DIY and maintenance skills.</li> <li>• Experience of liaising with a supervising contractors.</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience of working in a similar role.</li> <li>• A working knowledge of Health and Safety.</li> </ul> | <p>Application form<br/>References</p>               |
| <b>OTHER</b>              | <ul style="list-style-type: none"> <li>• Willing to undertake training as required.</li> <li>• Has the ability to maintain records relating to premises and Health and Safety to ensure HCC and legislative requirements are met.</li> <li>• Able to carry out Health and Safety Risk Assessments.</li> </ul>  |   | <p>Application form<br/>Interview</p>                |
| <b>REFEREES</b>           | <ul style="list-style-type: none"> <li>• Fully supportive references, including one from current employer, covering the candidate's professional and personal capabilities.</li> </ul>   |   | <p>References</p>                                    |
| <b>QUALIFICATIONS</b>     | <ul style="list-style-type: none"> <li>• 5 GCSE's with a minimum grade C or above in English and Mathematics.</li> </ul>   |   | <p>Application form and interview</p>                |