



“Brookfield Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”

Post title	Site Manager
Reporting to	Operations Manager
Responsible for	Site and Cleaning Teams
Contract type	Permanent, Full Time (37 hours per week), 52 weeks per year

Essential	Desirable
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QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

<ul style="list-style-type: none"> ▪ Good level of numeracy and literacy ▪ Minimum of five years’ experience of working within a site/maintenance team role ▪ Supervisory experience ▪ Supervision of contract services ▪ Experience of managing budgets 	<ul style="list-style-type: none"> ▪ First Aid qualification ▪ Health & Safety qualification ▪ Experience of working in a school environment ▪ Experience of completing risk assessments
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SKILLS, ABILITIES AND PERSONAL QUALITIES

<ul style="list-style-type: none"> ▪ Knowledge of Health & Safety issues relevant to the post including legislation ▪ An understanding of security issues and a knowledge of good security practices ▪ Ability to understand and apply school policies related to the post including those that relate to pupil contact ▪ Able to effectively organise and supervise staff and contractors ▪ Competent at basic building, repairs, maintenance and ground maintenance ▪ ICT literate with Microsoft applications ▪ Effective communications with a wide range of stakeholders ▪ Ability to set high expectations and foster a culture of continuous improvement ▪ Enthusiastic and self-motivated ▪ Ability to work on own initiative and prioritise workloads ▪ Flexible with regard to working hours ▪ Commitment to own ongoing professional development 	<ul style="list-style-type: none"> ▪ Competent in: <ul style="list-style-type: none"> ▪ COSHH ▪ Working at height ▪ Asbestos ▪ Risk assessments ▪ Legionella ▪ Fire risk ▪ First Aid at work ▪ PAT testing <p>Or willing to undertake all training noted above to become ‘competent’</p>
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