

GARTH HILL COLLEGE
PERSON SPECIFICATION: Site and Events Manager

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none"> Level 4 Diploma for School Business Managers or commitment to attaining or suitable equivalent qualifications or experience. IOSH Managing Safely or commitment to attaining. Qualified First Aider (training provided by the College). 	<ul style="list-style-type: none"> Advanced ICT Skills. Health and Safety, building related and/or estate management qualification(s) exceeding the level of those on the essential criteria
Competence Summary (Knowledge, Abilities, Skills, Experience)	<ul style="list-style-type: none"> Interpersonal Skills. Strong understanding of DFE GEMS procedures/systems. Working knowledge of building management software. Working knowledge of CHP wood-based biomass, gas boilers/DHW, chilled water and HVAC systems. Working knowledge of electrical systems. Working knowledge of grounds maintenance. Project management experience within local government frameworks. Knowledge and experience of education finance and managing external contracts (eg. catering, cleaning etc.). Experience and ability to manage an effective team, setting an example of personal integrity and professionalism. Ability to work professionally in accordance with relevant legislation, guidelines and school policies. Knowledge and experience of repairs and building maintenance, and relevant legislation. Experience and knowledge of costing, budget planning, tendering for, and managing contracts in education. Knowledge of Health and Safety legislation. Appropriate dress and presentation (formal, safe and protective wear). The ability to lead, motivate and inspire staff. Self-motivated. 	<ul style="list-style-type: none"> Working in a school environment. Hold a MIDAS type Mini Bus driver assessment Professional membership such as www.iwfm.org.uk.
Work-related Personal Requirements	<ul style="list-style-type: none"> Flexible and approachable. Good communication skills. Ability to work as part of a team. Good organisational skills. Represent the College in a professional manner. 	
Other Work Requirements	<ul style="list-style-type: none"> Full UK Driving License including category D1. A satisfactory enhanced DBS. Understanding of and commitment to the requirements of safeguarding children and young people. 	