

**GARTH HILL COLLEGE**  
**PERSON SPECIFICATION: Site and Events Manager**

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