



Site Manager - Person Specification

The governors of Bellerive FCJ Catholic College want to appoint an appropriate individual with the skills, experience and attributes to support the vision and strategic direction of the school. Please see the important details below:

Each item is followed with a D or E in the right hand column, which indicates whether Desirable or Essential criteria.

Ethos

1	Support for the Catholic ethos and values of Bellerive FCJ Catholic College	E
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Qualifications / Training

4	GCSE A*-C (or equivalent) in English and Maths and a good level of computer literacy	E
5	Good knowledge of health and safety regulations	E
6	Competent in general maintenance/DIY	E
8	Other relevant qualification e.g. IOSH, IWFM	D
9	First Aid qualification or willingness to undertake training	D

Experience

10	Management of a team	E
11	Working with contractors and other stakeholders	E
12	Facilities management in a complex setting, including maintenance, security and cleaning	E
13	Planning, budgeting and implementing maintenance and improvement projects	D

Knowledge, Skills and Personal Qualities

14	Excellent interpersonal skills and a professional manner	E
15	Excellent written communication skills and attention to detail	E

16	A commitment to safeguarding and the pastoral care of students	E
17	A commitment to personal professional development	E
18	A commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	E
19	Able to work flexibly and out of school hours as required	E
20	Able to drive change	E
21	Able to deal with difficult situations, to influence others and to prioritise effectively	E
22	Reasonably fit to carry out the duties of the job e.g. manual handling, working at height	E

July 2026