



## **Person Specification for Assistant Premises Manager**

### **Essential criteria:**

- Basic general education
- Ability to use own initiative and plan and prioritise a range of regular and irregular tasks
- Ability to work on own independently and on own initiative.
- Ability to be able to read technical drawings and specifications
- Enjoy working as part of a team - be adaptable and supportive of colleagues.
- Able to listen actively, demonstrating understanding of communications received and responding appropriately.
- Able to communicate in a timely and clear manner
- Basic DIY skills
- Physical ability to carry out manual handling tasks, i.e. lifting, climbing and moving of items.
- Reliability and flexibility.
- Good sense of humour!
- Willingness to develop in the role and undergo training where appropriate.
- Basic computer skills

**Desirable criteria:**

- Experience of working in the Construction/Building Industry
- Knowledge of Health and Safety within an Educational Environment.