| **Post: Premises Manager** | | |
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|  | **Criteria** | **Assessment Basis** |
| **Qualifications:** | Essential  Certificate in Facilities Management (or working towards)  Clear Continuous Professional Development  Asbestos Management  H&S Qualification  Desirable  BIFM LEVEL 3 QUALIFICATIONS  Customer Care Qualification  PASMA, Legionella Management  NEBOSH  COSHH | Application |
| **Professional Experience & Understanding:** | All Essential  Understanding of:   * Financial record keeping and purchasing knowledge * Safeguarding * Working knowledge of relevant policies/ACOPS/Codes of practice/legislation * Good interpersonal skills, particularly the ability to relate to young people * Knowledge of ICT systems. (Excel, Word, Outlook) – Use a computer comfortably daily * Knowledge of Admin systems (lettings, time book, ordering) * Numerate and comfortable working with numbers * Able to carry out procedures, routines and follow instructions * Understanding of child protection issues * Able to take the initiative and be proactive * As school site manager or similar in industry * Working with stakeholders * Computer skills and knowledge of software packages * Able to supervise and operate general equipment, machinery and tools to undertake basic maintenance | Application and Interview |
| **Professional Abilities:** | All Essential  Ability to think strategically  Ability to manage teams  Ability to communicate effectively to a variety of audiences including children  Ability to persuade and influence  Ability to manage effectively  Ability to plan effectively  Ability to evaluate  Ability to manage time effectively and meet deadlines  Ability to work effectively with stakeholders and within a corporate environment | Application, Interview and Reference |
| **Personal Qualities:** | All Essential  Honesty and Integrity  Discretion  Clear view of what high standards and performance look like  Flexibility and good planning abilities  Able to multi task and set priorities  Resilience  Embracing of service delivery  Commitment to making a difference  Full driving licence | Interview and Reference |

Where the applicant /post holder has a disability every effort will be made to make reasonable adjustments to enable them to carry out the duties of the post.