



***Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment***

**Notre Dame High School Person Specification  
Job title: Assistant Premises Manager**

<b>Specification</b>	<b>Criteria</b>	<b>Evidenced by</b>
	<b>Essential Desirable</b>	<b>Application Interview References</b>
<b>Qualifications</b>		
Level 3 qualification in English and Maths (or equivalent)	<b>E</b>	<b>Certificates</b>
Level 3 NEBOSH or other appropriate technical qualification(s)	<b>D</b>	<b>certificates</b>
Trade Skill i.e., City & Guilds domestic electrical installation course / NVQ Level 3 in plumbing & heating	<b>D</b>	<b>Certificates</b>
<b>Knowledge, skills &amp; experience</b>		
Proven trade Skill	<b>D</b>	<b>Application Interview References</b>
Experience in a similar premises site management role	<b>D</b>	<b>Application Interview References</b>
Knowledge of building and maintenance management	<b>E</b>	<b>Application Interview</b>
Experience of managing minor building projects / development works	<b>E</b>	<b>Application Interview</b>
Experience of working in a school environment	<b>D</b>	<b>Application Interview</b>
Ability to effectively communicate with a wide range of audiences verbally and in writing.	<b>E</b>	<b>Application Interview References</b>
Ability to gain and maintain credibility within the organisation and externally i.e., with contractors, suppliers etc.	<b>E</b>	<b>Application Interview References</b>
Ability to work under pressure and in managing competing deadlines	<b>E</b>	<b>Application Interview References</b>
Flexible attitude	<b>E</b>	<b>Application Interview</b>
Problem solving skills	<b>E</b>	<b>Application Interview</b>
Strong planning and organisational skills with the ability to delegate appropriately	<b>E</b>	<b>Application Interview References</b>
Sound knowledge and understanding of Health and Safety	<b>E</b>	<b>Application Interview</b>

Knowledge of Moving and Handling procedures	<b>D</b>	<b>Application Interview</b>
General maintenance skills i.e., painting, plumbing etc.	<b>D</b>	<b>Application Interview</b>
Understanding and adhering to the school's Child Protection / Safeguarding policies, procedures and working practices.	<b>E</b>	<b>Application Interview References</b>
Satisfactory Enhanced DBS Check for working with children	<b>E</b>	
<b>Personal qualities, values and attributes</b>		
Conducts oneself with humour, diplomacy and integrity	<b>E</b>	<b>Interview</b>