| **Post: Premises Manager** |
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|  | **Criteria** | **Assessment Basis** |
| **Qualifications:** | EssentialCertificate in Facilities Management (or working towards)Clear Continuous Professional DevelopmentAsbestos ManagementH&S QualificationDesirableBIFM LEVEL 3 QUALIFICATIONSCustomer Care QualificationPASMA, Legionella ManagementNEBOSH COSHH | Application |
| **Professional Experience & Understanding:** | All EssentialUnderstanding 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 EssentialAbility to think strategicallyAbility to manage teamsAbility to communicate effectively to a variety of audiences including childrenAbility to persuade and influenceAbility to manage effectivelyAbility to plan effectivelyAbility to evaluateAbility to manage time effectively and meet deadlinesAbility to work effectively with stakeholders and within a corporate environment | Application, Interview and Reference |
| **Personal Qualities:** | All EssentialHonesty and IntegrityDiscretionClear view of what high standards and performance look likeFlexibility and good planning abilitiesAble to multi task and set prioritiesResilienceEmbracing of service deliveryCommitment to making a differenceFull 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.