

PERSON SPECIFICATION

Post: Premises Manager

	Criteria	Assessment Basis
Qualifications:	<p><u>Essential</u></p> <p>Certificate in Facilities Management (or working towards)</p> <p>Clear Continuous Professional Development</p> <p>Asbestos Management</p> <p>H&S Qualification</p> <p><u>Desirable</u></p> <p>BIFM LEVEL 3 QUALIFICATIONS</p> <p>Customer Care Qualification</p> <p>PASMA, Legionella Management</p> <p>NEBOSH</p> <p>COSHH</p>	Application
Professional Experience & Understanding:	<p><u>All Essential</u></p> <p>Understanding of:</p> <ul style="list-style-type: none"> 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 	Application and Interview

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	<ul style="list-style-type: none"> • 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 	
Professional Abilities:	<p><u>All Essential</u></p> <p>Ability to think strategically</p> <p>Ability to manage teams</p> <p>Ability to communicate effectively to a variety of audiences including children</p> <p>Ability to persuade and influence</p> <p>Ability to manage effectively</p> <p>Ability to plan effectively</p> <p>Ability to evaluate</p> <p>Ability to manage time effectively and meet deadlines</p> <p>Ability to work effectively with stakeholders and within a corporate environment</p>	Application, Interview and Reference
Personal Qualities:	<p><u>All Essential</u></p> <p>Honesty and Integrity</p> <p>Discretion</p> <p>Clear view of what high standards and performance look like</p> <p>Flexibility and good planning abilities</p> <p>Able to multi task and set priorities</p> <p>Resilience</p>	Interview and Reference

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	Embracing of service delivery Commitment to making a difference Full driving licence	

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.