

## PREMISES MANAGER Person Specification

	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working effectively alongside people as part of a team.</li> <li>• Experience of working independently and managing own workload.</li> <li>• Experience in a general maintenance role.</li> <li>• Has worked in an environment using similar skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of primary school caretaking.</li> <li>• Working in a school environment/site management.</li> <li>• Experience in dealing with external contractors.</li> </ul>
<b>Qualifications, knowledge and training</b>	<ul style="list-style-type: none"> <li>• Basic training and/or sound experience in one or more of the following: general maintenance, plumbing, electrical/building maintenance, heating systems, grounds work.</li> <li>• GCSE grade C or above, or equivalent, in Maths and English.</li> <li>• IT skills, specifically use of email, Word, internet search.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience or expertise in areas of DIY.</li> <li>• Relevant qualification or training in First Aid and/or Health and Safety.</li> <li>• Knowledge of child safeguarding procedures.</li> <li>• Knowledge of Health and Safety legislation and requirements.</li> <li>• Ability to use Excel.</li> <li>• Experience of security systems.</li> </ul>
<b>Personal skills and qualities</b>	<ul style="list-style-type: none"> <li>• Good organisational skills.</li> <li>• Ability to prioritise, plan, schedule and evaluate work.</li> <li>• Ability to be proactive and use initiative, managing work load, within a budget.</li> <li>• Commitment to the security and wellbeing of the school.</li> <li>• A willingness to engage in positive performance management review on an annual basis.</li> <li>• A willingness to undertake training as necessary in all aspects of the job including health and safety.</li> <li>• Ability to communicate verbally and in writing with all school stakeholders.</li> <li>• Enthusiasm, flexibility, Hard-working.</li> <li>• Common sense and initiative.</li> <li>• Willingness to undertake any task, no matter how large or small.</li> <li>• An understanding of the need for strict Health and Safety, hygiene and cleaning standards.</li> <li>• An understanding that the needs and safety of the children and staff are of prime concern.</li> <li>• Commitment to equality and diversity.</li> </ul>	<ul style="list-style-type: none"> <li>• A willingness to contribute to the wider life of the school.</li> </ul>
<b>Physical requirements</b>	<ul style="list-style-type: none"> <li>• Fit, and able to carry out duties, including heavy lifting.</li> <li>• Ability to work at heights with appropriate equipment.</li> </ul>	