

## PERSON SPECIFICATION

**Post: Premises Manager**

|   | <b>Criteria</b>   | <b>Assessment Basis</b>   |
|---|---|---------------------------|
| <b>Qualifications:</b>                              | <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&amp;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               |
| <b>Professional Experience &amp; Understanding:</b> | <p><u>All Essential</u></p> <p>Understanding of:</p> <ul style="list-style-type: none"> <li>• Financial record keeping and purchasing knowledge</li> <li>• Safeguarding</li> <li>• Working knowledge of relevant policies/ACOPS/Codes of practice/legislation</li> <li>• Good interpersonal skills, particularly the ability to relate to young people</li> <li>• Knowledge of ICT systems. (Excel, Word, Outlook) – Use a computer comfortably daily</li> <li>• Knowledge of Admin systems (lettings, time book, ordering)</li> <li>• Numerate and comfortable working with numbers</li> <li>• Able to carry out procedures, routines and follow instructions</li> </ul> | Application and Interview |

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|--------------------------------|--|--------------------------------------|
|                                | <ul style="list-style-type: none"> <li>• Understanding of child protection issues</li> <li>• Able to take the initiative and be proactive</li> <li>• As school site manager or similar in industry</li> <li>• Working with stakeholders</li> <li>• Computer skills and knowledge of software packages</li> <li>• Able to supervise and operate general equipment, machinery and tools to undertake basic maintenance</li> </ul>  |                                      |
| <b>Professional Abilities:</b> | <p><u>All Essential</u></p> <p>Ability to think strategically<br/>           Ability to manage teams<br/>           Ability to communicate effectively to a variety of audiences including children<br/>           Ability to persuade and influence<br/>           Ability to manage effectively<br/>           Ability to plan effectively<br/>           Ability to evaluate<br/>           Ability to manage time effectively and meet deadlines<br/>           Ability to work effectively with stakeholders and within a corporate environment</p> | Application, Interview and Reference |
| <b>Personal Qualities:</b>     | <p><u>All Essential</u></p> <p>Honesty and Integrity<br/>           Discretion<br/>           Clear view of what high standards and performance look like<br/>           Flexibility and good planning abilities<br/>           Able to multi task and set priorities<br/>           Resilience</p>  | Interview and Reference              |

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|--|--|-------------------------|
|  | Embracing of service delivery<br>Commitment to making a difference<br>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.