

Person Specification

Premises Manager

	Essential	Desirable
Qualifications, Knowledge and Skills	<ul style="list-style-type: none"> NVQ Level 4 in Academy Business Management. Or <ul style="list-style-type: none"> Equivalent in relevant discipline and Ability to demonstrate equivalent level of knowledge. English & Maths GCSE at Grade C / 4 or above or equivalent. Full UK driving licence. 	<ul style="list-style-type: none"> Trade qualifications (e.g., electrical, plumbing, or carpentry). IOSH/NEBOSH or other health and safety qualification.
Experience, Knowledge & Understanding	<ul style="list-style-type: none"> Strong knowledge of health and safety compliance and statutory requirements. Significant experience in facilities/estates management. Experience in supervising teams and managing contractors. Competent in using estates management compliance and helpdesk systems. 	<ul style="list-style-type: none"> Experience in education or school premises management. Experience in supporting capital or refurbishment projects.
Skills & Abilities	<ul style="list-style-type: none"> Excellent organisational and time management skills. Ability to plan, prioritise and manage workloads independently. Strong analytical and problem-solving abilities. Effective IT skills. Willingness to undertake emergency callouts and work flexibly. Ability to stay calm and controlled under pressure and meet deadlines. High level of accuracy and attention to detail. Proactive and solution-focused approach. 	
Personal Qualities & Attributes	<ul style="list-style-type: none"> Effective communicator both in verbal and written form to a variety of audiences. Ability to work with a wide range of people and build effective working relationships. Conscientious and reliable with 	<ul style="list-style-type: none"> Ability to think strategically and contribute new ideas.

	<p>strong professional integrity.</p> <ul style="list-style-type: none"> • Ability to motivate and develop others. • Flexible and willing to support occasional out of hours work. • An advocate for the Trust. 	
Commitment To	<ul style="list-style-type: none"> • Diversity and equality of opportunity in all working practices. • Child protection and safeguarding policies and procedures. • Personal professional learning and development. • Participation in all Health & Safety training requirements as issued by the Trust, ensuring compliance with safe working practices. 	
Attendance	<ul style="list-style-type: none"> • A good attendance record in current employment, (not including absences due to disability). 	

****The postholder is required to ensure they have the appropriate business insurance to meet the requirements of the post.***