Corpus Christi Catholic College

WORK LEARN PRAY GROW

Premises Manager: Person Specification			
Qualifications	**Essential**	**Desirable**	**Evidence**
5 GCSE's (grade A-C) including Maths and English	x		A, C
IOSH Qualification		x	A, C
Knowledge & Skills			
Have a strong understanding and working knowledge of Health & Safety practices (IOSH, COSHH and Fire Safety)	X		A
Experience of working within a school		x	A, I, R
Management & prioritisation of personal workload.	x		A
Excellent customer service skills and the ability to understand the needs of our students, staff, parents and carers.	x		A
Able to lead and work as an integral part of a busy and hardworking team	X		A, I
Effective use of communication tools, in particular E-mail & MS Teams.	x		A
Technical Experience			
Experience in Multi-trade or a Site Maintenance-related environment or a related trade with transferable skills	x		A, I
Working knowledge of Microsoft Office Package & IT systems (CCTV, door access)	x		A
Personal Qualities			
Excellent communication skills, both written and oral and the ability to communicate with different groups of people.	X		A, I, R
Able to work under minimum supervision and use initiative to prioritise tasks	X		A, I, R
Good administrative skills.	X		I, R
Practical knowledge and problem solving strategies	X		A, I, R
A flexible approach	X		I, R
Good attention to detail	X		R
Able to support the work of others and collaborate	X		A, I, R
Able to work well under pressure	X		R
Commitment to the safeguarding of children	X		I
A= Application, I = Interview, R= Reference, C = Certificate			