



GLF Schools - Person Specification

Job Title: Premises Manager (Central Region Primary Schools)		
	Essential	Desirable
Education and Qualifications		
Health and Safety / Risk Management Qualification (NEBOSH, IOSH or equivalent) or ability and willingness to undertake one		X
Recognised premises management qualification/training		X
Fire Safety management certificate (eg NEBOSH)		X
Experience		
At least one year's experience of managing Health and Safety compliance	X	
Experience in managing building/site maintenance, including forward planning and problem-solving	X	
Experience of line managing and supervising staff and contractors	X	
Experience of administering a budget		X
Experience of working in a school environment		X
Knowledge and Skills		
Good working knowledge of current statutory compliance and best practice	X	
Knowledge of basic site maintenance and practical maintenance skills	X	
Good understanding of health and safety / compliance issues	X	
Knowledge of current school building standards		X
Good general IT skills, including experience of using compliance management or FM systems	X	
Personal Attributes		
Good written and verbal communication skills	X	
Ability to prioritise and manage workloads while maintaining a flexible response to urgent requests		
Good interpersonal skills and ability to work with staff and stakeholders at all levels	X	
Organised with good attention to detail	X	
Ability and willingness to travel regularly to locations within the region	X	
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the GLF Safeguarding and Child Protection policy and the GLF Staff Code of Conduct	X	
Safeguarding		
GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants		



from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.