**(Generic PS -If any specific job requirement needed, please add in)**

 **(Please delete these statements)**

 **(Any sections completed in red require you to complete)**

**GLF Schools - Person Specification**

|  |
| --- |
| **Job Title: Premises Manager** |
|  | **Essential** | **Desirable** |
| **Education and Training** |
| Good general education, grade ‘C’ at GCSE (or equivalent) in English & Maths | √ |  |
| Recognised training/qualifications associated with premises management |  | √ |
| Health and Safety Management qualification (e.g. IOSH Managing Safely, or NEBOSH certificate) |  | √ |
| Swimming pool operators’ certificate |  | √ |
| **Professional and Experience**  |
| Experience in a building/site maintenance or facilities management role including forward planning and problem solving | √ |  |
| Experience of supervising and line managing staff |  | √ |
| Experience of working in a school environment |  | √ |
| **Knowledge and Skills** |  |  |
| Ability to prioritise and manage workflow to meet target objectives, whilst maintaining a flexible approach to respond to urgent requests | √ |  |
| Excellent oral and written communication skills and demonstrable understanding of the importance of effective communication at all levels | √ |  |
| Ability to line manage people directly and indirectly | √ |  |
| Good knowledge of building maintenance issues, and experience of delivering effective solutions  | √ |  |
| **Personal Attributes** |
| Enthusiastic team player and ability to lead a team | √ |  |
| Commitment to personal development | √ |  |
| Adaptable and supportive of colleagues | √ |  |
| Have a positive can do attitude, energy and commitment | √ |  |
| Passionate and committed to the development of children/students | √ |  |
| Good time management | √ |  |
| **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. |