

## PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	Where Measured
Experience	<ul style="list-style-type: none"> <li>• Successful experience of managing a team of premises staff</li> <li>• Considerable experience in dealing with external contractors</li> <li>• Considerable general maintenance experience</li> <li>• Experience in obtaining best value for money when managing budgets</li> <li>• Experience in managing premises budgets</li> <li>• Experience in managing building projects</li> <li>• Experience of successfully managing a variety of events</li> <li>• Experience in managing Service Level Agreements ensuring good value for money.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of operating of a Building Management System</li> </ul>	<ul style="list-style-type: none"> <li>• Application/Interview</li> </ul>
Qualifications/ knowledge and training	<ul style="list-style-type: none"> <li>• Excellent numeracy and literacy skills</li> <li>• Knowledge of Health and Safety legislation and requirements</li> <li>• Sound training in one or more of the following; plumbing, general and ground maintenance, electrical/building maintenance, heating systems (or sound experience of same)</li> <li>• Knowledge of operation of heating, ventilation systems and common causes of malfunctions.</li> <li>• Knowledge of maintenance and security systems and procedures</li> <li>• Knowledge of procurement procedures</li> <li>• Knowledge of supervisory skills</li> <li>• Good level of ICT skills</li> </ul>	<ul style="list-style-type: none"> <li>• NEBOSH</li> <li>• Level 3+ qualification in a relevant discipline</li> </ul>	<ul style="list-style-type: none"> <li>• Application/Interview</li> </ul>
Skills and qualities	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Excellent telephone manner</li> <li>• Ability for some heavy lifting, physical fitness appropriate to tasks required</li> <li>• Ability to respond calmly to emergencies</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to work constructively as part of a team</li> </ul>		<ul style="list-style-type: none"> <li>• Application/Interview</li> </ul>
Other circumstances	<ul style="list-style-type: none"> <li>• Flexible approach to working hours</li> <li>• Full driving licence</li> <li>• An ability to fulfil all spoken aspects of the role with confidence through the medium of English.</li> </ul>		<ul style="list-style-type: none"> <li>• Application/Interview</li> </ul>