

Premises Manager and School Caretaker - Person Specification

Education, Knowledge, Skills & Abilities and Experience

Essential	Desirable
Relevant experience in handyman type role.	
Willingness to undertake relevant training.	An understanding of Health and Safety requirements and / or premises management training and experience.
Effective communication with fellow workers, school leadership team, including ability to relate to children.	Experience of working in a school.
Good written communication skills	
Competent in a range of IT tools in order to be able to search online for suppliers, quotes, summarise quotes.	
Able to assist in the appointment of contractors and monitor work done is completed to acceptable level.	
Good administrative and organisational skills as will be expected to organise their own workload and set own priorities within short e.g. day to day, week to week timescale, reacting to clear deadlines.	
Adhere to established policies and statutory compliance requirements, document and record test results.	An understanding of Health and Safety requirements and / or premises management training and experience.
Health, Safety & Welfare: To work alongside colleagues in the maintenance of a safe working environment reporting incidents, accidents, repairs and maintenance promptly and taking appropriate action as required. Adherence to safe working under the Health and Safety policy is required.	An understanding of Health and Safety requirements and / or premises management training and experience.
Role may require some hours out of normal school hours and physical activity, working at height when required, following required safety procedures.	

Personal Qualities

Essential
High level of personal integrity. Self-motivated, efficient and well organised.
Proactive, able to identify and resolve issues, ready to seek guidance when relevant.
Able to handle challenging situations, keep calm under pressure.
Ability to build sound relationships with children, staff, parents and governors.
Honest, trustworthy, friendly and supportive.
Enjoy being part of the school community and take an active role in school life.
Flexible to adapt to an ever-evolving role.
Be comfortable working within the Christian vision and values of the school.
Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.