



Premises Manager Person Specification

	Essential	Desirable
Experience	<p>Experience of working alongside people as part of a team</p> <p>An understanding that the needs and safety of the children and staff are of prime concern</p> <p>Work effectively both independently and as part of a team</p> <p>An awareness of the need for strict hygiene and cleaning standards</p>	<p>Experience of primary school premises management</p> <p>Working in a school environment/site management</p>
Qualifications	<p>Basic training and/or sound experience in one or more of the following: general maintenance, plumbing, electrical/building maintenance, heating systems, ground works</p> <p>Computer literate with good working knowledge of all aspects of ICT</p>	<p>Have worked in an environment using similar skills</p> <p>Experience or expertise in DIY</p> <p>Relevant qualification or training in first aid and/or health and safety</p>
Skills and Abilities	<p>Good organisational skills</p> <p>Ability to prioritise, plan, schedule, meet deadlines and evaluate work</p> <p>Ability to be proactive and work on own initiative and manage own workload, within a budget</p> <p>Commitment to the security and wellbeing of the school</p> <p>A willingness to undertake necessary training in all aspects of the job including health and safety</p> <p>Good written and verbal communication skills</p> <p>Ability to carry out DIY work</p>	<p>Experience of security systems</p> <p>Some evidence of administration skills, e.g. record keeping, time sheets etc.</p> <p>Knowledge and experience of health and safety regulations</p> <p>An understanding of committee and meetings procedures</p>
Personal Qualities and Attributes	<p>Enthusiasm</p> <p>Able to demonstrate excellent social skills</p> <p>Sense of humour</p> <p>Flexibility</p> <p>To be a proactive and committed member of the school community</p> <p>Hard-working and able to and promote the school ethos</p> <p>Common sense, initiative</p>	<p>An interest in professional self-development</p> <p>A willingness to contribute to the wider life of the school</p>