



Premises Manager Person Specification

CARETAKER: PERSON SPECIFICATION		
Essential	Desirable	Evidence
Qualifications and experience		
<ul style="list-style-type: none">Studied to a minimum standard of GCSE grade or equivalent, in English and mathematics.Relevant qualification/s or proven experience of one or more of the following: heating systems, plumbing, electrical/general/grounds or buildings maintenance, carpentry, decorating.Competent at DIY and/or maintenance experience;	<ul style="list-style-type: none">Further education qualifications in related field/s.Experience of working in the building/construction industry.Experience of co-ordinating health and safety.Experience of working in a school or similar establishment.Experience of working as part of a team.	<ul style="list-style-type: none">Application formLetter of applicationReferencesInterviewsCertificate/s (to be available at interview)
Knowledge and skills		
<ul style="list-style-type: none">Ability to build and form good relationships with pupils, colleagues and other professionals.Ability to work constructively as part of a team, understanding school roles and responsibilities including own.Good verbal and written communication skills appropriate to the need to communicate effectively.Good standard of numeracy and literacy skillsAbility to absorb and understand a wide range of information and deal with confidential issues appropriately.Good knowledge of computers	<ul style="list-style-type: none">Working knowledge of construction/building regulations.Working knowledge of maintenance and security systems and procedures.Working knowledge of heating and ventilation systems.	<ul style="list-style-type: none">Application formLetter of applicationReferencesInterviews



Premises Manager Person Specification

CARETAKER: PERSON SPECIFICATION		
Essential	Desirable	Evidence
<ul style="list-style-type: none">Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as health and safety.		
Personal qualities		
<ul style="list-style-type: none">Ability to reach and bend, and to carry out manual handling and portering.Initiative and ability to prioritise one's own work.Able to follow direction and work in collaboration with the line manager and senior leadership team (SLT).Able to work flexibly to meet deadlines and respond to unplanned situations.Efficient and meticulous in organisation.Desire to enhance and develop skills and knowledge through CPD.Able to work evening and weekends and attend out of hours emergencies if requestedCommitment to the highest standards of child protection and safeguarding.Recognition of the importance of personal responsibility for health and safety.Commitment to the school's ethos, aims and its whole community.		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>