



# Seven Mills Primary School

## **Person Specification: Premises Manager**

School: Seven Mills Primary School

Grade/Scale: NJC S01

Reports To: Headteacher

Responsible For: Cleaning staff and caretaking staff

### **Essential Criteria**

- Qualifications & Training
  - Willingness to undertake all required training, including Health & Safety, safeguarding, and school-specific protocols.
  - Working knowledge of health & safety legislation and regulations (training will be provided if needed).
  - Enhanced DBS clearance or willingness to undergo checks.
- Experience
  - Previous experience in premises management, caretaking or facilities roles.
  - Experience supervising cleaning or caretaking teams.
  - Experience managing or coordinating contractors and maintenance work.
- Knowledge & Skills
  - Understanding of statutory compliance requirements (e.g., fire safety, COSHH, risk assessments, legionella, asbestos).
  - Ability to carry out routine maintenance and minor repairs.
  - Basic IT skills for record-keeping, communication, and scheduling.
  - Strong administrative skills – accuracy, organisation, and attention to detail.
  - Understanding of safeguarding principles and commitment to safe working practices.
- Personal Attributes
  - High personal standards of cleanliness and organisation.

- Integrity, professionalism, and a strong work ethic.
- Ability to work independently, prioritise tasks and use initiative.
- Proactive, diligent and results-oriented.
- Good physical condition and willingness to undertake manual work.
- Friendly and approachable, able to build good relationships with pupils, staff, parents and contractors.
- Takes pride in their work and sees their role as essential to school success.
- Communication
  - Excellent verbal and written communication skills.
  - Ability to liaise confidently with school staff, external contractors and visitors.
  - Ability to follow through and clearly document actions taken.
- Flexibility & Commitment
  - Willingness to work occasional evenings or weekends, as needed.
  - Enthusiastic about contributing to school life and continuous improvement.
  - Commitment to ongoing personal and professional development.

#### Desirable Criteria

- Qualifications
  - Formal qualification or training in premises or facilities management, health & safety, or building services.
- Experience
  - Experience working in a school or education setting.
  - Experience managing small budgets and ordering supplies.
  - Experience with site-wide decluttering or estate improvement projects.
- Skills
  - Ability to use specialist cleaning or maintenance equipment (e.g., floor polisher, carpet cleaner).
  - Confidence in managing risk assessments and responding to audits.