

**Person Specification: Premises Manager**

	Essential Criteria	Desirable Criteria
Qualifications, Skills and Experience	<ul style="list-style-type: none"> <li>• Willingness to participate in development and training opportunities</li> <li>• Have practical experience of simple carpentry, plumbing and other types of repair and maintenance</li> <li>• Have experience of caretaking or transferable skills from a relevant trade or profession</li> <li>• Understanding of Health and Safety regulations and their application</li> <li>• Good IT literacy and knowledge</li> <li>• Good numeracy and literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Building/maintenance certificates e.g. City &amp; Guilds, NVQs or equivalent</li> <li>• GCSE A-C in English and Maths or equivalent</li> <li>• Level 2 award in Supporting Work in School</li> </ul>
Initiative and independence	<ul style="list-style-type: none"> <li>• Proactive - able to problem solve and meet deadlines with no supervision</li> <li>• Able to follow guidance and implement school policies</li> <li>• Ability to deal with the organisation of emergency repairs or maintenance and respond directly to emergency situations</li> </ul>	
Interpersonal and communication skills	<ul style="list-style-type: none"> <li>• Clear verbal and written communication to enable effective liaison on all professional matters</li> <li>• Ability to maintain accurate records and systems</li> <li>• Ability to communicate effectively with contractors, school staff and other partners</li> <li>• Good team player and ability to develop positive working relationships staff</li> </ul>	

<p>Management and organisational skills</p>	<ul style="list-style-type: none"> <li>• Ability to liaise effectively with contractors and suppliers</li> <li>• Good organisation and time management skills and pride in your work</li> <li>• Able to ensure a healthy and safe environment for pupils, staff and visitors</li> <li>• Able to take responsibility for security of the school premises and be a designated key holder responsible for unlocking of premises</li> </ul>	
<p>Other qualities</p>	<ul style="list-style-type: none"> <li>• Professional attitude and appearance</li> <li>• Have the ability to carry out tasks that involve physical effort; bending, stretching, pulling or pushing equipment, moving or lifting equipment, working at heights</li> <li>• Be trustworthy and committed</li> <li>• Maintain confidentiality</li> <li>• Be willing to participate in the life of the school and community</li> <li>• Willingness to respond to the needs of the school and work flexible hours and days if required</li> <li>• Have a clean driving licence</li> </ul>	