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**Person Specification: Premises Manager**

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|  | **Essential** | **Desirable** |
| **Qualifications** | Educated to a satisfactory standard in order to communicate effectively, both written and oral.Computer literate with a good working knowledge  |  English and Maths Qualifications. |
| **Experience** | The Premises Manager should have experience of: cleaning workbuilding maintenance DIY including decoratingTeam work |  |
| **Knowledge and understanding** | The Premises Manager should have knowledge and understanding of:the basic principles of site management; the importance of Health & Safety;techniques for the repair of damaged or defective equipment or resources. | Knowledge and understanding of specific premises issues: security, Health & Safety, heating systems, building construction, COSHH regulations. |
| **Skills** | The Premises Manager will be able to:use practical skills to improve the site and buildings;motivate others through example and enthusiasm;deal with emergencies and problems in a positive and systematic manner;be aware of a small budget for resources;proactive and work on own initiative; work alone when required, showing good self- motivation;prioritise, plan, schedule and meet deadlines and evaluate work;communicate effectively to a reasonable standard.  | In addition, the Premises Manager might be able to:use basic power tools and other equipment to make repairs and improvements;assess the quality of others’ work, and support and advise where necessary;anticipate and reduce risk where possible;monitor stock levels;show knowledge and understanding of Health and Safety regulations. |
| **Personal qualities and attitudes** | EnthusiasmLoyalty, good timekeepingReliable, trustworthy and honestDemonstrates excellent social skillsFlexibilityInterest in caring for school pupils and staffTo be a proactive member of the school community  |  In addition, the Premises Manager should have:An interest in professional self-development A willingness to contribute to the wider life  of the school |
| **Physical Requirements** | Fit and able to carry out dutiesAbility to work at high levels with appropriate equipment and trainingAbility to deal with some manual handling |  |