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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 work  building maintenance DIY including decorating  Team 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** | | Enthusiasm  Loyalty, good timekeeping  Reliable, trustworthy and honest  Demonstrates excellent social skills  Flexibility  Interest in caring for school pupils and staff  To 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 duties  Ability to work at high levels with appropriate equipment and training  Ability to deal with some manual handling | |  | |