



## Person Specification: Premises Manager

	Essential	Desirable
<b>Qualifications</b>	<p>Educated to a satisfactory standard in order to communicate effectively, both written and oral.</p> <p>Computer literate with a good working knowledge</p>	English and Maths Qualifications.
<b>Experience</b>	<p>The Premises Manager should have experience of:</p> <ul style="list-style-type: none"><li>cleaning work</li><li>building maintenance</li><li>DIY including decorating</li><li>Team work</li></ul>	

<b>Knowledge and understanding</b>	<p>The Premises Manager should have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>the basic principles of site management;</li> <li>the importance of Health &amp; Safety;</li> <li>techniques for the repair of damaged or defective equipment or resources.</li> </ul>	<p>Knowledge and understanding of specific premises issues: security, Health &amp; Safety, heating systems, building construction, COSHH regulations.</p>
<b>Skills</b>	<p>The Premises Manager will be able to:</p> <ul style="list-style-type: none"> <li>use practical skills to improve the site and buildings;</li> <li>motivate others through example and enthusiasm;</li> <li>deal with emergencies and problems in a positive and systematic manner;</li> <li>be aware of a small budget for resources;</li> <li>proactive and work on own initiative;</li> <li>work alone when required, showing good self-motivation;</li> <li>prioritise, plan, schedule and meet deadlines and evaluate work;</li> <li>communicate effectively to a reasonable standard.</li> </ul>	<p>In addition, the Premises Manager might be able to:</p> <ul style="list-style-type: none"> <li>use basic power tools and other equipment to make repairs and improvements;</li> <li>assess the quality of others' work, and support and advise where necessary;</li> <li>anticipate and reduce risk where possible;</li> <li>monitor stock levels;</li> <li>show knowledge and understanding of Health and Safety regulations.</li> </ul>

<b>Personal qualities and attitudes</b>	<p>Enthusiasm</p> <p>Loyalty, good timekeeping</p> <p>Reliable, trustworthy and honest</p> <p>Demonstrates excellent social skills</p> <p>Flexibility</p> <p>Interest in caring for school pupils and staff</p> <p>To be a proactive member of the school community</p>	<p>In addition, the Premises Manager should have:</p> <p>An interest in professional self-development</p> <p>A willingness to contribute to the wider life of the school</p>
<b>Physical Requirements</b>	<p>Fit and able to carry out duties</p> <p>Ability to work at high levels with appropriate equipment and training</p> <p>Ability to deal with some manual handling</p>	