

Premises Manager Person Specification

Category	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> ● Health & Safety qualification (e.g., IOSH or NEBOSH). 	<ul style="list-style-type: none"> ● Trade qualification (e.g., NVQ in Plumbing, Electrical, or Carpentry). ● First Aid at Work certificate.
Experience	<ul style="list-style-type: none"> ● Proven experience in building maintenance or facilities management. ● Experience managing contractors and external service providers. ● Experience with budget monitoring. 	<ul style="list-style-type: none"> ● Previous experience working within an educational or public sector setting. ● Experience managing a cleaning or caretaking team.
Skills & Abilities	<ul style="list-style-type: none"> ● Competent "handyman" skills (minor repairs, decorating, plumbing). ● Ability to interpret technical drawings and O&M manuals. ● Proficiency in IT (for logging repairs, emails, and heating systems). 	<ul style="list-style-type: none"> ● Ability to use BMS (Building Management Systems) software. ● Project management skills for large-scale summer refurbishments.
Knowledge	<ul style="list-style-type: none"> ● Secure understanding of COSHH, Fire Safety, and Asbestos regulations. ● Knowledge of safeguarding and child protection protocols. 	<ul style="list-style-type: none"> ● Knowledge of energy efficiency and sustainability initiatives for schools.
Personal Attributes	<ul style="list-style-type: none"> ● Reliable and punctual (willingness to be a key holder for emergencies). ● Excellent communication skills with staff, pupils, and parents. ● Ability to work independently and prioritise a varied workload. 	<ul style="list-style-type: none"> ● A "can-do" attitude and a sense of pride in the school environment.