

Person Specification – Premises Manager

	<u>Essential</u>	<u>Desirable</u>
Qualifications:	<p>A minimum of basic numeracy and literacy skills.</p> <p>Proven IT skills</p>	<p>Any additional qualifications pertinent to the job role.</p> <p>A full driver's license.</p> <p>Fire Warden training</p> <p>First Aid training</p>
Experience and skills:	<p>Experience of undertaking basic repairs, maintenance and DIY to a good level.</p> <p>Ability to use a range of tools and equipment, ensuring safe handling and storage.</p> <p>Pro-active approach to maintaining and resolving maintenance issues and the ability to prioritise works</p> <p>Relevant experience that is transferrable to the role.</p> <p>Ability and willingness to work collaboratively as part of a team.</p> <p>Ability to communicate effectively at all levels with internal and external personnel, contractors and suppliers.</p> <p>Ability to manage cleaning staff</p> <p>Good timekeeping and organisation skills.</p> <p>Ability to work independently and perform well under pressure.</p> <p>Willingness to participate in training and development.</p> <p>Understanding of the requirement of confidentiality in a school environment.</p> <p>Proven knowledge of health and safety procedures</p>	<p>Prior experience of working collaboratively as part of a team.</p> <p>Knowledge and understanding of relevant policies/codes of practice.</p> <p>Awareness of safeguarding procedures in schools.</p> <p>Awareness of appropriate behaviours when working in close approximate with children.</p>

Personal qualities and attributes:	<p>Highly motivated with high expectations, a positive attitude, good sense of humour and can-do attitude.</p> <p>Able to carry out some manual handling and lifting</p> <p>High level of personal integrity and a flexible approach to the role.</p> <p>Approachable professional, who responds well to and offers constructive advice.</p> <p>Flexible and embraces change well.</p> <p>Able to present reports to other stakeholders</p>	
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