



ST PETERS RC PRIMARY

PERSON SPECIFICATION

PREMISES MANAGER

Category	Essential	Desirable
Qualifications	Health and Safety Qualification (e.g. IOSH or NEBOSH) Or Relevant experience	Trade qualification (e.g. NVQ in plumbing, electrical or carpentry). First Aid at Work certificate.
Experience	Proven experience in building maintenance or facilities management. Experience managing contractors and external service providers. Experience with budget monitoring.	Previous experience working within an educational or public sector setting. Experience managing a cleaning or caretaking team.
Skills and Abilities	Competent DIY skills (minor repairs, decorating, plumbing). Ability to interpret technical drawings and O & M manuals. Proficiency in IT (for logging repairs, emails, and heating systems).	Ability to use BMS (Building Management Systems) software. Project management skills for large-scale summer refurbishments.
Knowledge	Secure understanding of COSHH, Fire Safety, and Asbestos regulations. Knowledge of safeguarding and child protection protocols.	Knowledge of energy efficiency and sustainability initiatives for schools.
Personal Attributes	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.	A “can do” attitude and a sense of pride in the school environment.