

SHERINGTON PRIMARY SCHOOL

PERSON SPECIFICATION



Premises Manager

	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • A good level of general education 	<ul style="list-style-type: none"> • GCSE or equivalent in English and maths • IOSH / H&S qualification • First Aid training qualification • NVQ2 or equivalent qualification • Fire Marshall qualification 	<ul style="list-style-type: none"> • Application form • Selection process • Certificates
Experience	<ul style="list-style-type: none"> • Experience of caretaking or premises management, building cleaning and building management • Use of general cleaning equipment • Taking responsibility for security of a building • Experience of managing COSHH • Managing contractors 	<ul style="list-style-type: none"> • Use of commercial cleaning equipment • Use of commercial site maintenance equipment • Experience of working in a school or education setting • Experience of MIS system and reporting • Experience of managing people 	<ul style="list-style-type: none"> • Application form • Selection process • References
Skills/knowledge	<ul style="list-style-type: none"> • To be able to carry out DIY and handy person general repairs without guidance • Ability to lift and carry items • Ability to work at heights (roof access will be required) • Ability to follow and comply with instructions on equipment and / or materials usage • Ability to carry out health and safety checks and maintain relevant records • Knowledge of fire safety legislation • Computer literate, good ICT and administrative skills • Basic level of skills 	<ul style="list-style-type: none"> • Ability to manage MIS systems and reporting • Plumbing / joinery skills • Financial acumen and pricing knowledge • Creating reporting and schedules for stakeholders 	<ul style="list-style-type: none"> • Application form • Selection process • References • Interview

	<ul style="list-style-type: none"> • Knowledge of security systems • Knowledge of relevant H&S policies / code of practice / legislations including COSHH and precautions • Willingness to participate in development and training opportunities • Good oral and written communication skills 		
Personal Qualities	<ul style="list-style-type: none"> • Demonstration of support for the school's vision and values • Willingness to work as part of a team • Ability to work to deadlines • Ability to manage own workload effectively • Ability to influence and negotiate • Ability to use own initiative, plan and action planning • Willing to work flexibly if required • Solution-focused attitude 		<ul style="list-style-type: none"> • Application form • Selection process • References • Interview
Safeguarding	<ul style="list-style-type: none"> • To know and follow Sherington's 7 Golden Rules for Safeguarding • Ability to form and maintain appropriate relationships and personal boundaries with children and adults alike • Emotional resilience in working with challenging behaviours • Appropriate use of authority, maintaining discipline 		<ul style="list-style-type: none"> • Application form • Selection process • References • Interview