

Person specification – Premises Manager

CRITERIA	QUALITIES
Experience	<ul style="list-style-type: none"> ➤ Caretaking ➤ Building maintenance ➤ Security, including alarm systems ➤ Cleaning work ➤ Some DIY ➤ Working in a team ➤ Supervising a small team of staff ➤ Working with contractors
Skills and knowledge	<ul style="list-style-type: none"> ➤ Good knowledge of health and safety regulations ➤ Good knowledge of statutory compliance in schools ➤ Ability to work flexibly, independently and as part of a team ➤ Basic DIY skills ➤ Ability to plan, organise and prioritise
Personal qualities	<ul style="list-style-type: none"> ➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils ➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality ➤ Embraces change well ➤ Deals with difficult situations effectively ➤ Able to work flexibly and out of school hours if required
Physical requirements	<ul style="list-style-type: none"> ➤ Be reasonably fit to carry out the duties of the job ➤ Able to carry out some manual handling and lifting ➤ Able to carry out work at high levels using appropriate equipment