

Person Specification – Premises Manager

Qualifications & Training

Essential:

- Good standard of general education (e.g. GCSEs or equivalent)
- Basic health and safety awareness training

Desirable:

- Relevant qualification in facilities management, building maintenance, or health & safety (e.g. IOSH, NEBOSH)
 - Training in Portable Appliance Testing (PAT) or similar premises-related areas
 - Certification in areas such as fire safety, legionella awareness, or asbestos management
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Experience

Essential:

- Proven experience in premises, site, or facilities management
- Experience carrying out general maintenance and minor repairs (e.g. plumbing, decorating, basic electrical work)
- Experience supervising contractors and/or cleaning staff
- Experience maintaining safe working environments

Desirable:

- Experience working in a school or educational setting
 - Experience managing planned preventative maintenance (PPM) programmes
 - Experience of compliance monitoring and record keeping for statutory checks
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Knowledge

Essential:

- Good understanding of health and safety legislation and safe working practices

- Knowledge of building maintenance systems (heating, plumbing, electrical basics)
- Understanding of risk assessments and hazard identification
- Knowledge of Legionella Control procedures
- Knowledge of fire safety systems, emergency procedures, and compliance standards
- Understanding of COSHH regulations and safe chemical handling

Desirable:

- Awareness of Asbestos Management requirements
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Skills & Abilities

Essential:

- Ability to carry out a wide range of practical maintenance tasks
- Strong organisational and time management skills
- Ability to prioritise workload and respond effectively to emergencies
- Good communication and interpersonal skills
- Ability to work independently and use initiative
- Competent IT and administrative skills (record keeping, emails, basic systems)

Desirable:

- Ability to manage multiple contractors and projects simultaneously
 - Budget monitoring and basic financial management skills
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Personal Qualities

Essential:

- Reliable, responsible and trustworthy
 - Proactive and self-motivated
 - Flexible and adaptable approach to work
 - Strong attention to detail
 - Calm under pressure, particularly in emergency situations
 - Commitment to safeguarding and promoting the welfare of children
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Additional Requirements

Essential:

- Willingness to work flexibly, including occasional out-of-hours duties
- Ability to act as a key holder and attend emergency call-outs
- Enhanced DBS clearance
- **Physically सक्षम to undertake manual handling and site duties**

Desirable:

- Full UK driving licence and access to own vehicle