



Person Specification

Job Title: Premises Manager		
	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • An understanding of relevant legislation in relation to the post such as Health and Safety and premises related legislation. • Of janitorial requirements of a school site. 	<ul style="list-style-type: none"> • Of strategic planning and development of a site. • Of financial management of a site.
Skills and Abilities	<ul style="list-style-type: none"> • To support the distinctive ethos of this Catholic School. • Liaise and communicate effectively with other staff in respect of duties to be performed and deadlines to be met. • Liaise and communicate effectively with students/site users/parents in a friendly manner. • To prioritise own workload and meet deadlines/targets as necessary. • To lead a team – to effectively organise team workloads, to action staff development reviews. • To undertake improvements and repairs to the site, in order to meet the changing needs of the school. • To obtain quotations in order to gain best value for repairs and developments of the site. • Keyboard and ICT skills. • To develop systems for monitoring repairs and maintenance contracts • To chase work to ensure deadlines are met. • To undertake janitorial duties as required e.g. lifting etc. • To work with teaching staff/ architects/and others to draft development project briefs 	

Experience	<ul style="list-style-type: none"> • Supervising a team of staff. • Previous site experience. • Health and Safety requirements of managing site facilities • Background in a trade and/ or able to show proven skills in areas of maintenance. 	<ul style="list-style-type: none"> • Of working in a facilities management role. • Of strategic planning and development of a site. • Of financial management of a site.
Educational and professional development	<ul style="list-style-type: none"> • A good basic education to include GCSE Grade 4/ C or equivalent in mathematics and English. 	<ul style="list-style-type: none"> • Level 3 qualifications. • Health and Safety qualification, such as NEBOSH.
Special Requirements	<ul style="list-style-type: none"> • To drive minibus and undertake defensive driving qualification. 	

This school is committed to safeguarding and promoting welfare of children and young people and expect all staff and volunteers to share this commitment.