

Person Specification

Premises Manager

Selection Criteria	Essential (E) Desirable (D)		Method of Assessment
	E	D	Application – A Interview – I References - R
Qualifications/Training			
GCSE English Language and Maths Grade C/4 or above (or equivalent)	E		A, I
Willingness to undertake training if required	E		A, I
Professional / other qualifications		D	A, I
Experience			
Experience of working in a busy school environment		D	A, I, R
Experience in a premises and facilities management or caretaking role	E		A, I, R
Experience of Health and Safety regulations	E		A, I, R
Previous experience of managing contracts	E		A, I, R
Proven experience of operational practices, working methods, quality standards, security issues, work schedules and priorities relating to a full range of site facilities services	E		A, I, R
Skills and Specific Aptitude			
Full working knowledge of relevant policies, codes of practice and awareness of relevant legislation	E		A, I, R
Basic building and grounds maintenance skills with the ability to undertake routine maintenance and repair or make safe in an emergency	E		A, I, R
Work to a high level of accuracy	E		A, I, R
Practice and plan to ensure completion of tasks	E		A, I, R
Good ICT skills and a willingness to develop ICT knowledge and skills	E		A, I, R
Flexibility and the ability to work calmly and quickly under occasional pressure	E		A

Selection Criteria	Essential (E) Desirable (D)		Method of Assessment
	E	D	Application – A Interview – I References - R
Motivation and Social Skills			
Communicate effectively with staff at all levels within school and external third parties	E		A, I, R
Well organised and confident	E		A, I, R
Ability to meet deadlines	E		A, I, R
Ability to carry out work in an accurate, calm, clear and positive manner	E		A, R
Open and honest approach	E		I, R
An interest in developing your own experience and ability	E		A,I
Show initiative	E		R
Supportive of the school Catholic ethos	E		A, I, R
Has vision, energy and enthusiasm	E		R
Flexible, positive attitude to work	E		I
Ability to contribute to other aspects of school life	E		I, R
Smart, professional appearance	E		I, R
Commitment to safeguarding and promoting the wellbeing of all children	E		I