

## Person Specification – Premises Manager Ripplevale School

CRITERIA - headings and details for this post	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Recognised training & /or qualification(s) appropriate to post.	
EXPERIENCE & KNOWLEDGE	<p>Facilities / premises management</p> <p>Competent at basic building repairs and maintenance</p> <p>Site maintenance and security management</p> <p>Staff management including overseeing staff performance</p>	<p>Interpret legislative/regulatory requirements and produce policies/guidance compliant with Health &amp; Safety, Manual Handling, COSHH and Asbestos and Water Hygiene</p> <p>Risk Assessment knowledge and/or qualification</p> <p>Project management</p>
SKILLS	<p>Ability to perform the physical tasks required by the post including lifting and transporting various equipment, working at height, grounds and building maintenance</p> <p>Good communication and interpersonal skills</p> <p>Excellent numeracy and literacy skills</p> <p>Good IT skills including competency in using Microsoft software</p> <p>Sound planning and negotiating skills</p> <p>Ability to manage own time effectively and demonstrate initiative including establishing priorities</p>	<p>Skills in a trade would be desirable</p> <p>Ability to operate and understand electrical/mechanical systems</p> <p>Ability to produce accurate reports to the Senior Leadership Team</p> <p>Ability to gather information, analyse data and problem solve</p> <p>Ability to undertake waste management and disposal and energy efficiency measures</p> <p>Ability to demonstrate an understanding of children</p>

CRITERIA - headings and details for this post	ESSENTIAL	DESIRABLE
SKILLS	<p>Ability to record and maintain accurate data in relation to facilities management</p> <p>Ability to adapt to changing and conflicting demands; displaying a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school</p> <p>Ability to manage people directly and indirectly</p> <p>Ability to be flexible and work as part of a team, or individually, as required</p> <p>Ability to adhere to the school's policies and procedures; most importantly the equal opportunities policy, child protection policy, safeguarding policy and all health &amp; safety related policies</p> <p>Ability to implement and comply with Health &amp; Safety regulations to ensure that all duties are carried out safely</p> <p>Ability to act as key holder and manage security of the site</p>	<p>Ability to contribute to the life of the school</p> <p>Ability to keep abreast of up-to-date training requirements</p>
PERSONAL QUALITIES	<p>Display high personal standards of honesty and integrity</p> <p>Constantly seeks improvement of self, quality of work and systems.</p> <p>Makes sound judgements based on evidence.</p> <p>Follows through with actions when requested.</p> <p>Is a team worker.</p>	