**Premises Manager**

**Person Specification**

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| **Post Held** | **Premises Manager** |
| Qualification and Experience | * Hold recognised training/qualifications associated with premises management
* Significant experience or skills in a trade
* The ability to understand and apply regulations such as health & safety, manual handling, COSHE, Legionella etc
* The ability to operate and understand electrical/mechanical systems
* Risk Assessment experience/qualification
* Competent at basic building repairs and maintenance
* To be able to use small industrial, electrical and mechanical equipment
* Staff management experience
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| Abilities, Skills and Knowledge | * Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post
* Strong interpersonal skills
* Numeracy and literacy skills
* Intermediate IT skills
* Sound planning and negotiating skills
* Ability to gather information, analyse data and problem solve
* Ability to manage own time effectively and demonstrate initiative including establishing priorities
* Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests
* Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school
* Ability to manage people directly and indirectly
* Ability to adapt to changing and conflicting demands
* Ability to be flexible and work as part of a team or individually as required
* Ability to demonstrate an understanding of children
* Ability to contribute to the life of the school
* Ability to adhere to the school’s policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies.
* Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely
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