**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 |
| 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 |