



Premises Manager Person Specification

Post Held	Premises Manager
Qualification and Experience	<ul style="list-style-type: none"> • Significant experience of premises management or skills in a trade. • Hold recognised training/qualifications associated with Health & Safety and/or premises management. Eg IOSHH • Experience of working within regulations such as health & safety, manual handling, COSHE, Legionella etc. • Experience of operating and understanding electrical/mechanical systems. • Experience of writing Risk Assessments. • Demonstrate competency of carrying out basic building repairs and maintenance using small industrial, electrical and mechanical equipment. • Staff management experience - directly and indirectly.
Abilities, Skills and Knowledge	<ul style="list-style-type: none"> • Ability to perform physical tasks including moving of furniture, distributing deliveries, spreading salt etc with or without the use of mechanical aids. • Good communication skills. • Excellent numeracy and literacy skills. • Ability to use IT systems for recording compliance checks and communicating with staff and contractors, including Microsoft Office/Teams. • Sound project planning and negotiating skills. • Ability to gather information and problem solve. • Be motivated to work both alone and as part of a team. • Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests. • Have an awareness of Safeguarding and the importance of this in the role. • Willingness to contribute to the life of the school. • Understand the importance of adhering to the school's policies and procedures; most importantly the equal opportunities policy, child protection policy and all health & safety related policies. • Ability to work safely within the Health & Safety regulations.