

Person Specification – Premises Manager

Area	Job requirements	Essential/ Desirable
A Qualifications and Professional Development	GCSE in English and Maths, grade C or above or equivalent qualification.	E
	Relevant qualification in building/Premises maintenance and/or security or equivalent trade qualification.	D
B Experience	A proven track record of working towards and exceeding targets	E
	Significant practical previous experience of overseeing premises and ensuring that all statutory premises requirements are fulfilled.	E
	Experience of communicating effectively with a range of people, including colleagues, parents, consultants and contractors.	E
	Well organised and able to demonstrate a high level of accuracy	E
	Proven numerical and written skills	E
	Previous experience of working in the Education sector in a similar role	D
C Knowledge	Knowledge of Premises regulatory requirements i.e. Water Management, Asbestos Management, Fire Management	D
	Able to use all MS Office programs particularly Word, Excel, Outlook and Powerpoint and be familiar with other bespoke databases	D
D. Skills and Abilities	Able to work well as part of a team.	E
	Excellent communication, listening & problem solving skills	E
	Approachable and flexible to adapt to issues as they arise	E
	Ability to work using own initiative and implementing appropriate solutions	
	Ability to fulfil all spoken aspects of the role with confidence and fluency in English	E
E. Personal Qualities	Willingness to adapt and respond to the changing and varied needs of the business	E
	Displays a positive approach and is willing to assist others in order to resolve any problems or issues they may be encountering.	E
F. Mandatory Requirements	Commitment to safeguarding and promoting the welfare of children and vulnerable adults	E
	Commitment to equal opportunities	E
	This post is subject to an enhanced DBS disclosure	E