



The Oaktree School & The Hermitage School

Premises Manager - Person Specification

The person specification below shows the abilities and skills you will need to carry out the duties in the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification. **YOU MUST COMPLETE YOUR STATEMENT OF SUITABILITY BY ANSWERING THE POINTS LISTED IN THE PERSON SPECIFICATION BELOW.** You should mention any experience you have had which shows how you meet these requirements.

	Essential	Desirable
Experience	<ul style="list-style-type: none"> The ability to understand and apply regulations such as health & safety, manual handling, COSHE, Legionella etc Experience of working alongside people as part of a team An understanding that the needs and safety of the children and staff are of prime concern An awareness of the need for strict hygiene and cleaning standards 	<ul style="list-style-type: none"> Experience in building maintenance work Risk Assessment experience/qualification Experience of supervising staff e.g. cleaners/contractors Working in a school environment/site management Experience of reporting to committees.
Qualifications	<ul style="list-style-type: none"> Computer literate with good working knowledge of ICT including using the internet and Microsoft Office suite Basic knowledge of site maintenance and good practices in building services ie heating, plumbing, carpentry, electrical etc. 	<ul style="list-style-type: none"> Hold a recognised training/qualifications associated with premises management Worked in an environment using similar skills Relevant qualification of training in First Aid and/or Health and Safety
Ability, Skills and Knowledge	<ul style="list-style-type: none"> Good communication skills Excellent numeracy and literacy skills Sound planning and negotiating skills Procurement skills - seek and evaluate estimates to obtain best value 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 	<ul style="list-style-type: none"> Knowledge and experience of Health and Safety regulations

	<p>approach to respond to urgent requests</p> <ul style="list-style-type: none">• 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 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• Ability to drive and hold a clean driving licence	
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