

ASSISTANT PREMISES MANAGER – PERSON SPECIFICATION

Attributes	Essential	Desirable	Essential criteria evidenced by – AF (Application Form); T (Practical Test); I (Interview); R (References)
Education, Training and Qualifications <i>(evidence of qualifications will be required)</i>	E1- Full driving licence.	D1 - Level 3 qualification OR experience of working in a similar role. D2 - 3 X GCSE's graded C or above (or equivalent), including English.	Application Form
Experience	E2 - Experience of undertaking manual tasks (e.g. basic joinery, plumbing, painting etc).	D3 - Experience of security-related duties.	Interview/References
Knowledge, Skills and Abilities	E3 - Basic DIY/repair skills. E4 - Ability to communicate effectively and appropriately at all levels. E5 - Confident user of IT. E6 - Ability to set and maintain high professional standards. E7 - Ability to use powered tools and equipment relevant to the role. E8 - Ability to manage own workload and prioritise effectively. E9 - To work effectively as part of a team. E10 - Excellent communication skills. E11 - Ability to communicate/handle information of a sensitive or confidential nature. E12 - Good organisational skills and attention to detail. E13 - Ability to establish professional relationships with both staff and contractors. E14 - Flexible attitude to work and hours. E15 - Ability to use own initiative to deal with unforeseen situations, with limited guidance, but within established procedures. E16 - Ability to work in an organised and methodical way and the ability to solve problems.	D4 - Confidence to undertake relevant risk assessments with support from the Premises Manager.	AF/Interview/References

	<p>E17 - Ability to undertake heavy lifting duties.</p> <p>E18 - Awareness of CoSHH.</p> <p>E19- Ability to relate well to children.</p> <p>E20- Positive approach to customer care and service delivery.</p> <p>E21 - To be environmentally aware.</p>		
Personal Qualities	<p>E22 - Firm but friendly approach.</p> <p>E23 - Self-motivated and confident.</p> <p>E24- Reliable, conscientious and hard working.</p> <p>E25 – Positive and enthusiastic.</p> <p>E26 – A commitment to high standards.</p>		Interview/ References
Other	<p>E27 - Willingness to work outside of contracted hours (e.g. parents evening, lettings, evenings, weekends).</p> <p>E28 - Willingness to respond to emergency call outs as and when required.</p> <p>E29 - Commitment to undertake relevant training and development.</p> <p>E30 - Satisfactory attendance record/commitment to sustained and regular attendance at work.</p> <p>E31 - To work within school policies and procedures.</p> <p>E32 - To contribute to the provision of an effective environment for learning.</p> <p>E33 - To positively promote the school to support the marketing strategy.</p> <p>E34 - An understanding of the diverse demands of working in a multi-cultural environment.</p> <p>E35 - To take care of your own and others health and safety.</p> <p>E36 - Commitment to safeguarding and protecting the welfare of children and young people.</p>		AF/Interview/ References

Updated: June 2023