

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 (at School's discretion) E2 - Level 3 qualification in Caretaking (or equivalent) plus experience of working in a similar role OR substantial previous experience and specialised skills. E3 - Practical training or evidenced competence in Health and Safety compliance, including risk assessments and statutory inspections.	D1 – NEBOSH qualification D2 – IOSH Managing Safely (or willingness to undertake) D3 – NVQ level 4 qualification in Caretaking/Site Management (or equivalent)	Application Form
Experience	E4 - Experience of leadership and management in public service or a large organisation E5 - Experience of staff management and successful team leadership E6 - Experience of planning and programming work E7 - Experience of writing specifications, management reports and/or policies E8 - Experience of procurement of goods and services E9 - Experience of project management to include management of and negotiation with contractors E10 - Experience of managing contractors safely E11 - Experience conducting or overseeing statutory compliance checks (e.g. fire safety, legionella, gas, electrical, security systems)	D4 - Experience of working in an education environment D5 - Experience of budget management D6 - Experience of recruiting, managing, appraising and developing staff D7 - Experience of designing and delivering training	AF/I/R/T
Knowledge, Skills and Abilities	E12 - Knowledge and experience of premises management E13 - Ability to communicate effectively and appropriately at all levels. E14 - Computer literacy, including MS Office packages E15 - Ability to develop and monitor systems as well as ensure established procedures are followed E16 - Ability to set and maintain high professional standards	D8 - First aid certificate D9 – Knowledge of sustainability and energy-saving strategies	AF/I/R/T

	<p>E17 - Ability to establish and sustain strong professional relationships with internal and external stakeholders</p> <p>E18 - To work effectively as part of a team</p> <p>E19 - Excellent communication skills, both oral and written</p> <p>E20 - Knowledge and experience of Health and Safety legislation and ability to monitor health and safety policies and procedures</p> <p>E21 - Ability to communicate/handle information of a sensitive or confidential nature</p> <p>E22 - Planning and organisational skills, with high levels of accuracy and attention to detail</p> <p>E23 - Flexible attitude to work and hours</p> <p>E24 - Ability to use own initiative to deal with unforeseen situations, with limited guidance, but within established procedures</p> <p>E25 - Ability to work in an organised and methodical way and the ability to solve problems</p> <p>E26 - Ability to work evenings/weekends and respond to emergency call outs as and when required</p> <p>E27 - Ability to undertake heavy lifting duties</p> <p>E28 – Knowledge of CoSHH legislation</p> <p>E29 - Ability to relate well to children</p> <p>E30 - Understanding of building systems, including heating controls, energy efficiency practices and security systems</p> <p>E31 - Ability to prepare written reports for governors and senior leaders</p> <p>E32 - Ability to manage keys, access systems, room setups and general school operational requirements.</p> <p>E33 - Positive approach to customer care and service delivery</p> <p>E34 - Commitment to undertaking relevant training and development</p>		
Personal Qualities	<p>E35 - Firm but friendly approach</p> <p>E36 - Self-motivated and confident</p> <p>E37 - Reliable, conscientious and hard working.</p> <p>E38 - Positive and enthusiastic</p> <p>E39 - A commitment to high standards</p>		I/R
Other	E40 - Willingness to respond to emergency call outs as an when required.	D10 - Willingness to undertake MIDAS training course (where minibus duties are required)	AF/I/R

	<p>E41 - Willingness to work outside of contracted hours (eg parents evenings, lettings, evenings, weekends) as an when required.</p> <p>E42 - Satisfactory attendance record/commitment to sustained and regular attendance at work</p> <p>E43 - Commitment to undertake relevant training in-service development</p> <p>E44 - An understanding of the diverse demands of working in a multi-cultural environment</p> <p>E45 - To work within school policies and procedures</p> <p>E46 - To contribute to the provision of an effective environment for learning</p> <p>E47 - To positively promote the school to support the marketing strategy</p> <p>E48 - To take care for their own and others health and safety</p> <p>E49 - Commitment to safeguarding and protecting the welfare of children and young people</p>		
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Updated: January 2026