

**THE WESTGATE SCHOOL**  
**Person Specification**  
**Premises Compliance Manager**

<b>Qualifications and training</b>	Essential	Desirable
Educated to GCSE level Grade C or equivalent including Mathematics and English	✓	
Current valid UK driving licence	✓	
<b>Knowledge</b> Able to evidence and apply knowledge and understanding of:	Essential	Desirable
All relevant legislation and systems applicable to support services which includes: Health & Safety, building regulations, Environmental, Fire safety, legislation and guidelines regarding disabled access and disability in the workplace, space standards Contract law and Project Management		✓
Trade qualifications (eg plumbing, electrics, carpentry) Plant maintenance at a basic level, including statutory and non-statutory testing Understanding of mechanical and electrical systems	✓ ✓	✓
<b>Skills and abilities</b> Able to demonstrate evidence of:	Essential	Desirable
Excellent interpersonal, skills including managing the relationships between external contractors, stakeholders and internal teams	✓	
Construction Skills	✓	
Competent ICT skills (including Excel) and the ability to use e-communication tools	✓	
Dealing with a number of tasks simultaneously.	✓	
Communicating effectively and diplomatically both verbally and in writing at all levels.	✓	
Minibus certificate		✓
<b>Successful proven experience of:</b>	Essential	Desirable
All aspects of premises management, including maintenance repairs, health & safety compliance and contractor management	✓	
Working to tight deadlines in a calm unflustered manner	✓	
Managing change effectively; able to respond to new requirements rapidly and effectively	✓	
Lead and manage the site and cleaning teams	✓	
<b>Personal qualities, attitudes and approaches</b>	Essential	Desirable

The successful candidate will:			
Show enthusiasm, initiative and commitment to ensure that best practice is embedded throughout the school		✓	
Be proactive, and demonstrate a hands-on approach where necessary		✓	
Be committed to achieving and delivering excellence and success		✓	
Be committed to learning and continuous personal professional development		✓	
Be an inspirational, creative thinker able to turn ideas into practical solutions		✓	
Make sound decisions and convey outcomes clearly, and positively		✓	
Suitable to work with children		✓	
Have good command of the English Language both orally and in writing		✓	
Able to work independently and as part of a team		✓	
Prepared to work flexibly within reason		✓	
Be reliable and patient		✓	
Demonstrate a methodical and organised approach to work		✓	
Good sense of humour		✓	