

THE WESTGATE SCHOOL

Person Specification

Premises Compliance Manager

Qualifications and training	Essential	Desirable
Educated to GCSE level Grade C or equivalent including Mathematics and English	√	
Current valid UK driving licence	√	
Knowledge	Essential	Desirable
Able to evidence and apply knowledge and understanding of:		
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	√	
Skills and abilities	Essential	Desirable
Able to demonstrate evidence of:		
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		√
Successful proven experience of:	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	√	
Personal qualities, attitudes and approaches	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		