

Person Specification – Premises Manager

ESSENTIAL	DESIRABLE	Where tested; A - Application I + Ac = Interview and/or activities R = References
QUALIFICATIONS		
Pool plant operator qualification, or willingness to work towards within an agreed timeframe.	Experience of leading a site team	A I + Ac
NVQ level 2 or equivalent in numeracy and literacy		A
Valid UK Driving Licence. Minibus/driver training, or willingness to work towards within an agreed timeframe.	Awareness of asbestos, legionella, working at height, or fire marshal training.	A
IOSH Managing Safely, NEBOSH or equivalent, or willingness to work towards within an agreed timeframe.	Relevant premises, facilities management	A
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EXPERIENCE		
Be proficient in one area of maintenance, e.g. carpenter or joiner, plumber, electrician, painter and decorator or previous experience in a site manager role.	Experience of supporting capital works, refurbishment projects.	A R
Experience of managing premises across more than one site.	Working within a school setting.	A R
Experience of coordinating contractors, obtaining quotes to agreed specifications.	Liaising with external contractors including negotiating prices for small works.	A I+Ac
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		R = References
KNOWLEDGE AND UNDERSTANDING		
Confident user of IT systems, including email, Microsoft Office or Google Workspace, spreadsheets, online forms and electronic record keeping.	Experience of operating Building Management Systems (BMS), including monitoring heating, ventilation, plant operation	A I + Ac
Understanding of the need to work within agreed budgets	Understanding of the context in which the schools are working.	A I+Ac
An ability to undertake risk assessments in relation to premises function.	Ability to understand and apply school policies related to the post including those that relate to pupil contact.	A I+Ac
Knowledge of Health & Safety issues relevant to the post including legislation and COSHH.	Knowledge of compliance	A I+Ac
An understanding of security issues.		A
Ability to use and operate small electrical equipment and machinery connected with cleaning, caretaking and maintenance duties.	Understanding of the needs of pupils in specialist SEND settings.	A & I
Able to support change and help develop consistent standards across a growing Trust estates function.		
Able to coach, mentor and develop premises staff.		
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SKILLS AND ATTRIBUTES AND PERSONAL QUALITIES		
Good communication skills, written and verbal		A I+Ac
Trade background or practical skills in carpentry, plumbing, decorating, grounds maintenance, building maintenance or similar.	Ability to negotiate desired outcomes, e.g. prices, deadlines.	A I+Ac
Ability to relate well to staff, governors and pupils and to be assertive when necessary.	Ability to obtain and compare contractor quotes against agreed specifications	A I+Ac
Ability to work unsupervised and be able to work as a member of a team.	Ability to interpret basic drawings	A I+Ac
Ability to maintain accurate records	Ability to raise purchase orders	I

Ability to manage, motivate and support Premises Officers, ensuring tasks are allocated, completed and recorded effectively.	Experience of budget monitoring	A I+Ac
Good organisational skills – ability to complete tasks to deadlines personally or through colleagues.	Experience of using compliance software	A I+Ac
Ability to devise and implement changes in premises maintenance programmes and activities when this could be beneficial	Previous experience as a school key holder or site emergency contact.	A I+Ac
An ability to undertake a range of general maintenance tasks and cleaning duties and to undertake more specialised maintenance work requiring the possession of an appropriate qualification (eg City & Guilds, NVQ) and/or skills (eg plumber, electrician, painter and decorator, builder	Experience of managing minibuses, vehicle checks, MOTs, servicing, insurance records or fleet compliance.	A I+Ac
Ability to undertake a range of basic repairs and maintenance tasks related to equipment and materials etc.		I+Ac
Self-motivated.		A I+Ac
Ability to monitor helpdesk tickets, prioritise work, allocate resources and escalate high-risk, urgent or complex issues appropriately.		A I+Ac
Willingness to undertake personal development and training.		A I+Ac
Ability to work as part of a team.		A I+Ac
Able to work within general defined guidelines, but may be required to use judgement/discretion in dealing with routine matters for which there is not a readily available precedent		A I+Ac
Flexible – prepared to work some hours outside normal working hours.		A I+Ac
ICT – a working knowledge of information technology applications.	Eager to learn new IT software	A I+Ac
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General Circumstances		
Attendance - evidence of regular attendance at work		A R

		Medical Questionnaire
Commitment to be less wasteful and more resourceful		A I
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations		A I+Ac
Work demands will vary throughout the year, but post holders must be prepared to work to very tight deadlines at various times.		A I+Ac
Factors not already covered		
Must be able to perform all duties and tasks, with reasonable adjustments where appropriate, in accordance with the Equality Act 2010.		Medical questionnaire