



St. John Fisher Catholic Primary School



Blessed Holy Family
Catholic Academy Trust

Growing and Learning Together with Christ

PERSON SPECIFICATION PREMISES MANAGER

Criteria	Essential (E) or Desirable (D)	Evidence
Experience		
School/Building Site Supervision	E	Application
Building Maintenance	E	Application
Solid DIY experience	E	Application
Working with contractors	E	Application
Supervising a small team of staff	D	Application
Security, including alarm systems	D	Application
Skills and Knowledge		
First Aid Qualification, or willingness to undertake training	D	Application
A solid understanding of Health and Safety regulations	E	Application & Interview
Understanding of the principles of health and safety in a school environment	E	Application & Interview
Ability to plan, organise and prioritise	E	Application & Interview
Ability to use IT	E	Application & Interview
Clean driving licence	E	Application & Certificate
Personal Qualities		
Good communication skills.	E	Application & Interview
Ability to demonstrate an understanding of children.	E	Application
Commitment to promoting the ethos and values of the school	E	Application
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	E	Application
Ability to work under pressure and prioritise effectively	E	Application & Interview
Commitment to maintaining confidentiality at all times	E	Application & Interview
Commitment to safeguarding and equality	E	Application & Interview
Deal with difficult situations effectively	E	Application & Interview
Able to work flexibly and out of school hours as required	E	Application
Physical requirements		
Be reasonably fit to carry out the duties of the job	E	Application
Able to carry out manual handling and lifting	E	Application