



St Michael with St Thomas Church of England Primary School

PERSON SPECIFICATION

Job Title:	Premises Manager
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MAIN PURPOSE OF THE JOB:

To be responsible for the building maintenance, cleanliness, security and maintenance of furnishings, fixtures, plant and heavy equipment within the designated school/site locations.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Education and Qualifications	Educated to GCSE standard or able to demonstrate equivalent experience Numeratorate and literate	NVQ Level 1 or 2 Cleaning Building Interiors City in Guilds Cleaning Science Trade Qualification	Application Form Reference Certificate
Experience	Experience of undertaking minor repairs, maintenance and improvement tasks Experience of building security and alarm systems Administration/clerical duties including computerised and manual record keeping Adhering to Health and Safety Regulations including undertaking Risk Assessments Previous experience of supervising and training staff Operation of planned maintenance programme work including routine inspections and monitoring contractor compliance Stock control management and monitoring	Previous experience of caretaking and or cleaning in a school environment	Application Form and Interview

Skills and Abilities	Good organisation skills in relation to managing own workload Ability to supervise and motivate other members of staff Ability to undertake basic staff training relevant to the job Ability to communication with a variety of individuals including external contractors Ability to use correctly basic power tools and other equipment to make repairs and improvements		Application Form and Interview
Other Requirements	Ability to meet the physical demands of the post i.e. carry heavy and cumbersome objects, ability to work up ladders. Ability to work on a flexible basis in relation to working hours including out of hours emergency call outs		Application Form and Interview