



**PERSON SPECIFICATION**

<b>Job Title:</b>	<b>Premises Manager</b>
<b>Directorate:</b>	<b>Children and Young People</b>
<b>Division:</b>	<b>Schools</b>
<b>Grade:</b>	<b>HBC 4</b>

<b>MAIN PURPOSE OF THE JOB:</b>
To be reasonable for the building maintenance, cleanliness, security and maintenance of furnishings, fixtures, plant and heavy equipment within the designated school/site locations.

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b>Education and Qualifications</b>	Educated to GCSE standard or able to demonstrate equivalent experience. Numerate and literate Undertake First Aid Qualification Undertake Fire Marshal Training	NVQ Level 1 or 2 Cleaning Building Interiors City in guilds Cleaning Science Trade Qualification	Application Form Reference Certificate
<b>Experience</b>	Experience of undertaking minor repairs, maintenance and improvement tasks. Experience of building security and alarm systems. Administration/clerical duties including	Previous experience of caretaking and or cleaning in a school environment.	Application Form and interview

	<p>computerised and manual record keeping.</p> <p>Adhering to Health &amp; Safety Regulations including undertaking Risk Assessments.</p> <p>Previous experience of supervising and training staff.</p> <p>Operation of planned maintenance programme work including routine inspections and monitoring contractor compliance.</p> <p>Stock control management and monitoring.</p>		
<b>Skills and Abilities</b>	<p>Good organisation skills in relation to managing own workload.</p> <p>Ability to supervise and motivate other members of staff.</p> <p>Ability to undertake basic staff training relevant to the job.</p> <p>Ability to communicate with a variety of individuals including external contractors.</p> <p>Ability to use correctly basic power tools and other equipment to make repairs and improvements.</p>		Application Form and Interview
<b>Other Requirements</b>	<p>Ability to meet the physical demands of the post i.e. carry heavy and cumbersome objects, ability to work up ladders.</p> <p>Ability to work on a flexible basis in relation to working hours including out of hours emergency call outs.</p>		Application Form and Interview