

### GLF Schools - Person Specification

<b>Job Title: Premises Manager</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>		
Good general education, grade 'C' at GCSE (or equivalent) in English & Maths	√	
Recognised training/qualifications associated with premises management	√	
Health and Safety qualification		√
<b>Professional and Experience</b>		
Experience in a building/site maintenance role including forward planning and problem solving	√	
Experience of supervising staff		√
<b>Knowledge and Skills</b>		
Proven building maintenance skills	√	
Good oral and written communication skills	√	
Ability to gather information and problem solve	√	
Ability to manage people directly and indirectly	√	
Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests	√	
Knowledge of basic site maintenance and environment matters	√	
Knowledge of building maintenance works e.g. plumbing carpentry, electrical	√	
<b>Personal Attributes</b>		
Enthusiastic team player	√	
Adaptable and supportive of colleagues	√	
Flexible	√	
Have a positive can do attitude, energy and commitment	√	
Passionate and committed to the development of children/students	√	
Good time management	√	
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the GLF Safeguarding and Child Protection policy and the GLF Staff Code of Conduct	√	

**Safeguarding**

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.