**PERSON SPECIFICATION - PREMISES MANAGER**

**St Faith’s CE Primary School**

The person specification shows the abilities and skills you will need to carry out the duties listed in the job description. Short-listing of candidates for an interview is based on how well a candidate meets the requirements of the person specification.

**YOU MUST COMPLETE YOUR STATEMENT OF SUITABILITY BY REFERRING TO EACH OF THE POINTS LISTED IN THE PERSON SPECIFICATION BELOW.** You should state any experience you have had, which shows how you meet these requirements. If you are selected for interview, you may be asked to undertake practical tests to cover the skills and abilities shown below.

|  | **Essential** | **Desirable** | **How assessed** |
| --- | --- | --- | --- |
| Qualifications Good level of literacy and numeracy.  NVQ level 2 or equivalent in numeracy and literacy. | **✓** | **✓** | App/Doc |
| Experience Previous experience in a caretaking role or experience of repairs and maintenance/plumber/electrician/decorating.  Working within a school setting.  Liaising with external contractors including negotiating prices for small jobs. | **✓** | **✓**  **✓** | App/Ref |
| Knowledge Ability to alert senior staff to unsafe practices.  Understanding of the context in which the schools are working.  An ability to undertake risk assessments in relation to premises function.  Knowledge of Health and Safety issues relevant to the post including legislation and COSHH.  An understanding of Health and Safety and security issues.  A knowledge of good security practices.  Ability to understand and apply school policies related to the role including those that relate to pupil contact. | **✓**  **✓**  **✓**  **✓** | **✓**  **✓**  **✓** |  |
| **Skills/Attributes**  Good communication and interpersonal skills.  Ability to relate well to staff, governors and pupils and to be assertive when necessary.  Ability to maintain accurate records.  Good organisational skills and ability to complete tasks within deadlines.  Ability to negotiate desired outcomes (e.g. prices, deadlines).  Ability to use range of tools and cleaning equipment relevant to post.  Ability to undertake a range of basic repairs and maintenance tasks related to equipment and materials used in classrooms.  Self-motivated.  Ability to work with minimum supervision.  Willingness to undertake personal development and training.  Ability to work as part of a team.  Flexible e.g prepared to work some hours outside normal working hours.  Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the role. | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** | **✓**  **✓** |  |
| **General Circumstances**  Evidence of regular attendance and punctuality at work.  An understanding of, and commitment to, equal opportunities and the ability to apply this to day to day situations. | **✓**  **✓** |  | App/Ref/  Med  App/Int |
| **Factors not already covered**  Desire and willingness to uphold the values and ethos of the school  Ability to comply with Health and Safety regulations to ensure that all duties are carried out safely.  Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995. | **✓**  **✓**  **✓** |  | App/Int  App/Int  App/Int |

**App = Application Form**

**Test = Test**

**Int = Interview**

**Pre = Presentation**

**Med = Medical Questionnaire**

Doc = Documentary Evidence (E.g., Certificates)