



Earley St Peter's CE Primary School

PERSON SPECIFICATION

PREMISES MANAGER

	Ess	Des	MOA
EDUCATION, TRAINING & KNOWLEDGE			
Relevant qualifications (e.g. facilities management, plumbing, heating systems, electrical, etc.)	*		C
Health & Safety / Risk Management qualification e.g. IOSH or NEBOSH		*	C
Fire Safety, COSHH and First Aid qualifications		*	C
Educated to GCSE Grade C (or equivalent) in maths and English	*		C
Full UK Driving license	*		C
Good general IT skills, including using compliance management systems and a full working knowledge of Microsoft Office packages including Word and Excel	*		A/I
Knowledge of Health & Safety legislation and requirements	*		A/I
Knowledge of security and fire systems and procedures	*		A/I
Knowledge of cleaning methods and standards		*	A/I
EXPERIENCE			
Demonstrable experience of a similar role within an educational setting		*	A/I
Experience of managing building/site maintenance, both planning and reactive	*		A/I
Experience of monitoring external contractors and building effective relationships with them and in doing so contributing to planning and progressing small building projects	*		A/I
Experience in managing service level agreements ensuring good value for money		*	A/I
Experience of record-keeping including managing central systems using online tools, along with organising and planning maintenance schedules and producing reports	*		A/I
Experience of being an effective communicator to all stakeholders including leadership team, internal and external customers and contractors	*		A/I
Experience of successfully supervising staff	*		A/I
Considerable general maintenance experience	*		A/I
Experience in working within budgets		*	A/I
SKILLS			
Excellent organisational skills including assessing priorities, managing workload to deliver within deadlines with the ability to work independently or as a team	*		A/I
Ability to search for solutions in complex and challenging situations and make recommendations	*		A/I

Ability to work effectively both in collaboration with others or alone	*		A/I
Able to remain calm in emergencies including out of hours if required	*		A/I
Excellent interpersonal skills and written communication skills	*		A/I
Undertake tasks requiring physical effort and fitness appropriate to the duty including being able to work at height (training provided)	*		A/I
BEHAVIOUR AND OTHER CHARACTERISTICS			
Flexible and committed to work across the Trust	*		A/I
Commitment to work collaboratively	*		A/I
Reliable, energetic, enthusiastic, honest, resilient, well presented and a sense of humour	*		A/I
Takes the initiative and is self-motivated with a positive 'can' do approach	*		I/R
Work in ways that promote equality of opportunity, participation, diversity and responsibility	*		A/I
A commitment to the ethos and values of The Keys Academy Trust and Earley St Peter's	*		A/I
An ability to respect sensitive and confidential work	*		I
Commitment to own personal development and learning	*		I
A commitment to abide by and promote The Keys Academy Trust Group Equal Opportunities, Health and Safety and Child Protection Policies	*		A/I
The post holder will require an enhanced DBS	*		C

Key: MOA=Method of Application, A=Application, I=Interview and assessment, R=Reference, C=Certificate