



## PERSON SPECIFICATION

### Premises Manager

	Essential	Desirable
<b>Qualifications and experience</b>	<p>Significant experience in Premises, Facilities or Estates management, preferably in an education or SEND preferred.</p> <p>Experience in managing in-house or outsourced cleaning and catering services.</p>	<p>Institute of Workplace and Facilities Management membership</p> <p>IOSH Managing Safely</p> <p>Asbestos Awareness</p> <p>Legionella Awareness</p> <p>Level 3 Food Hygiene certificate</p> <p>Experience in the education sector (e.g. schools, academies, or colleges)</p>

<b>Knowledge &amp; Understanding</b>	<p>Experience of managing on-site contractors</p> <p>An understanding of plant maintenance</p> <p>Knowledge of statutory compliance, health and safety and building systems.</p> <p>Awareness of safeguarding and safer working practices</p> <p>Familiarity with compliance monitoring and record-keeping systems</p> <p>Knowledge of food hygiene and catering health and safety standards</p>	<p>An understanding of the potential facilities needs of a School</p> <p>Experience of swimming pool maintenance and chemicals</p> <p>Understanding of sustainability</p> <p>Familiarity with CAFM or asset management software</p>
<b>Skills</b>	<p>Good people management skills</p> <p>Excellent organisational skills.</p> <p>Competent IT skills (Microsoft Office, spreadsheets, compliance systems)</p> <p>Effective communication skills, both written and verbal</p>	<p>Experience of working with a Building Management System</p>
<b>Personal qualities &amp; requirements</b>	<p>Compassionate, respectful and pupil-focused approach to site safety and support.</p> <p>Integrity, reliability, and attention to detail</p> <p>Commitment to safeguarding, equality, and health &amp; safety</p> <p>Calm under pressure; able to respond to emergencies</p> <p>Team player who builds positive working relationships</p> <p>Willingness to work occasional evenings/weekends</p> <p>Commitment to ongoing training and</p>	

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