 Esh Winning Primary School

Person Specification

Premises Manager

An enhanced DBS clearance is an essential requirement

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|  | **Selection Criteria** | | **Evidence** |
|  | **Essential** | **Desirable** |  |
| **Education & Qualifications** | * Good Numeracy and Literacy skills * Willingness to undertake induction training * Willingness to participate in on-going training | * NVQ 1 and 2 in Cleaning and Support Services or equivalent * First Aid certificate | Application Form |
| **Experience** | * Caretaking or site keeper in a school or similar environment |  | Application Form |
| **Skills & Abilities** | * Ability to work as part of a team * Ability to work in accordance with the school’s healthy and safety policies and the code of safe working practice for premises staff * Ability to work to deadlines * Ability to work on own initiative * Ability to undertake general building maintenance * Ability to lift and carry heavy items * Ability to demonstrate a practical approach to problem solving * Ability to communicate well with adults and students * Ability to respond calmly to emergencies * Ability to supervise staff and manage work programmes | * Ability to carryout repairs, maintenance, minor plumbing jobs, decorating etc. * Use basic power tools to make repairs and improvements | Application Form/Interview |
| **Knowledge** | * Working knowledge of health and safety procedures and regulations, e.g. COSHH * Knowledge of cleaning procedures required to meet specified standards * Willingness to develop knowledge of ICT and other specialist equipment resources |  | Application Form |
| **Work Circumstances** | * To be helpful and support staff in school where appropriate * Willingness to participate in development and training opportunities |  | Application Form |