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**Premises Manager – Grade 5**

**Person Specification**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| Qualifications | * 4 GCSEs at grade C or equivalent in English and Maths
 | * IOSH / H&S Qualification
* First Aid training qualification
* NVQ 2 or equivalent qualification
* MIDAS or willing to undertake mini bus training
 | * Application form
* Selection Process
* Certificates
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| Experience | * Experience of caretaking or premises management, building cleaning or building management
* Use of general cleaning equipment
* Taking responsibility for security of a building
* Experience of managing COSHH
* Experience of supervising staff
 | * Use of commercial cleaning equipment
* Use of commercial site maintenance equipment
* Experience of working in a school or education setting
* Experience of BMS system and reporting
 | * Application form
* Selection Process
* References
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| Skills/knowledge | * To be able to carry out DIY and handyperson general repairs without guidance
* Ability to lift and carry items
* Ability to work at heights (roof access will be required)
* Ability to follow and comply with instructions on equipment and/or materials usage
* Ability to manage BMS systems and reporting
* Ability to manage COSHH
* Willingness to work as part of a team
* Ability to work to deadlines
* Ability to manage own work effectively and use own initiative
* Ability to carry out health and safety checks and maintain relevant records
* Knowledge of fire safety legislation
* Computer literate, good ICT skills
* Basic level of administrative skills
* Knowledge of security systems
* Knowledge of relevant H&S policies/code of practice/legislations including COSHH, manual handling procedures and precautions
* Willingness to participate in development and training opportunities
* Good communication skills
 | * Plumbing/ Joinery/ Building skills
 | * Application form
* Selection Process
* References
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| Personal Qualities | * Willing to work outside of normal hours if required e.g alarm call outs
* Flexible approach to work
* Good sense of humour
 |  | * Application form
* Selection Process
* References
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**February 2021**