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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 |
| 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 |
| 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 |
| 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 |

**February 2021**