 Esh Winning Primary School

Person Specification

 Premises Manager

An enhanced DBS clearance is an essential requirement

|  |  |  |
| --- | --- | --- |
|  | **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 |