**Catchgate Community Primary School Person Specification**

**Premises Manager - Grade 5 Point 7 – 12 £20,092 - £22,183**

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|  | Essential  | Desirable  |
| **Education/ Qualifications**  | * GCSE Maths and English
* Good literacy & numeracy skills
* Good communication skills
* Attendance at courses related to cleaning, caretaking or health & safety
 | * Educated to A Level Standards / NVQ in relevant discipline
* First aid qualification
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| **Professional Experience**  | * Experience of caretaking or premises management, building cleaning or building management
* Use of general cleaning equipment
* DIY skills
* Taken responsibility for security of a building
* Knowledge of alarm systems, fire and security
* Experience of managing a team
 | * Use of commercial cleaning equipment
* Use of commercial site maintenance equipment
* Experience of working in a school or education setting
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| **Competence Summary** (Knowledge, abilities, skills, experience)  | * To be able to carry out general repairs without guidance
* Ability to lift and carry items
* Ability to follow and comply with instructions on equipment and/or materials usage
* Willingness to work as part of a team
* Ability to work to deadlines
* Ability to manage own work effectively
* Able to use own initiative
* Ability to carry out health and safety checks and maintain relevant records
* Knowledge of fire safety legislation
 | * Experience of swimming pool maintenance
* Completed MIDAS Driver training
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| **Work related Personal Requirements**  | * Willing to work outside of normal hours if required (overtime is payable)
* Willing to undertake relevant training
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| ***It will be assumed that all applicants:-*** * *Are committed to the safeguarding and promoting the well-being of children and young people.*
* *Are reliable, trustworthy and loyal.*
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