**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 |
| **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 |
| **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 |
| **Work related Personal Requirements** | * Willing to work outside of normal hours if required (overtime is payable) * Willing to undertake relevant training |  |
| ***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.* | | |