



PERSON SPECIFICATION

JOB TITLE: Premises Manager

SERVICE AREA: Queensgate Foundation Primary School

DATE: November 2021

E = ESSENTIAL D = DESIRABLE		SOURCE OF EVIDENCE – APPLICATION = A TEST = T INTERVIEW = I	
	1. EXPERIENCE, direct work experience, other relevant experience.		
E	Experience working in caretaker or other maintenance roles		A/I
E	Experience undertaking maintenance tasks and minor repairs.		A/I
D	Experience working in homes, schools and/or other settings with children.		A/I
	2. KNOWLEDGE, without which the job cannot be done effectively.		
E	Knowledge of working at heights, health and safety and the health and safety at work act 1974		I
E	Knowledge of how to complete minor repairs and maintenance jobs to a high standard		I
D	Knowledge of associated conditions e.g. autism, behaviours that challenge, physical disabilities		I
E	Knowledge of ICT and willingness to learn premises recording program		A/I
	3. SKILLS & ABILITIES, Essential/capable of Doing, Desirable/Able to train.		
E	To make minor repairs, attend to the grounds and keep the site presentable and safe.		A/I
E	Ability to work on their own and as part of the team		A/I
E	Physically fit to undertake moving and positioning task and take part in physical activities.		
E	Able to complete risk assessments		A/I
E	Ability to assess and price up costs for repairs and maintenance work		A/I
E	Ability to undertake fire checks in line with the school's policy		
E	Ability to undertake regular checks on the school's mini-buses to ensure they are safe and road worthy.		
D	Holds a current MiDAS certificate or is willing to attend MiDAS course		
E	Holds a clean driving license.		
	4. QUALIFICATIONS		
E	Training in health and safety and qualifications relating to building maintenance		A/I
E	Willingness to undertake further training		A/I
	5. PERSONALITY, SOCIAL SKILLS, ETC		
E	Self-motivated and enthusiastic		A/I
E	Positive and 'can do' attitude		A/I
E	Be a good role model for the children in the school		A/I
E	Attentive to detail		A/I
D	Work as part of the team		A/I
	6. OTHER FACTORS		
E	Able to undertake manual handling procedures with training		A/I
E	Understanding of safeguarding procedures and awareness of basic safeguards to prevent abuse of children.		A/I