



## Person Specification

### Premises Manager

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Grade: Grade 7 - SCP 15 – 22 (£23,541 – £27,041)  
 Hours: 37 Hours per week – Whole time  
 Location: St Leonard's Catholic School  
 Reports to: Deputy Head Teacher

Person Specification	Essential/Desirable
<b>Qualifications &amp; Training</b>	
Good general standard of education. Literate and numerate.	<b>E</b>
Literate and numerate.	<b>E</b>
Working at height.	<b>D</b>
First Aid Certificate.	<b>D</b>
Health and Safety.	<b>D</b>
Manual Handling Awareness.	<b>D</b>
<b>Experience</b>	
Experience of working in the educational sector.	<b>D</b>
Knowledge of health and safety considerations relating to caretaking/cleaning work.	<b>D</b>
Experience of key holding duties and responsibility for security of premises.	<b>D</b>
Experience of leading and managing people.	<b>D</b>
<b>Knowledge and Skills</b>	
Ability to prioritise and manage time.	<b>E</b>

Ability to manage tasks and meet deadlines.	<b>E</b>
Ability to work by yourself and as part of a whole school team.	<b>E</b>
Current clean Full Driving Licence.	<b>E</b>
DIY Skills.	<b>E</b>
Ability to complete paperwork.	<b>E</b>
<b>Personal Attributes</b>	
Willingness to manage change.	<b>E</b>
Bright, friendly, excellent interpersonal skills.	<b>E</b>
Willingness to undertake relevant and appropriate training for this post.	<b>E</b>
Flexible and adaptable in order to work with a wide range of people.	<b>E</b>
Ability to work unsupervised	<b>E</b>
Hands-on team player and worker.	<b>E</b>
Efficient and hard-working individual.	<b>E</b>
Good time keeper.	<b>E</b>
Flexibility and perseverance.	<b>D</b>