

**ST BERNARD’S HIGH SCHOOL** A Catholic Academy for Arts & Science

PERSON SPECIFICATION

PREMISES MANAGER

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| criteria | qualities |
| **Qualifications and training**  | * Right to Work in the UK
* Relevant Health and Safety qualifications, e.g. IOSH, COSH or willingness to undergo training as required
* Understanding and ability to apply regulations (such as Health and Safety, Fire, Manual Handling regulations)
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| **Experience** | * Highly skilled/experienced in managing Caretakers, building and/or garden maintenance
* Experience of plumbing, carpentry or electrical work desirable
* Previous experience of working in a school/academy environment is desirable
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| **Skills and knowledge** | * Ability to manage, motivate and develop an effective team, including managing and reviewing performance against agreed targets
* Ability to organize, manage and supervise the work of others (e.g., contractors and cleaners)
* The post holder must be able to meet the physical demands of the role
* Ability to use computer control systems and undertake basic administrative tasks
* Skills in plumbing, electrical work, carpentry/joinery, painting and glazing
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| **Personal qualities** | * Excellent team leader with an ability to prioritise
* Helpful, caring and willing to undertake extra tasks and support colleagues
* Strong oral communication skills, with the ability to communicate tactfully and effectively
* Understanding the importance of confidentiality and discretion
* Able to follow instructions, as well as show initiative, make good judgments and lead when required
* Self-motivated and resilient with the ability to work calmly under pressure
* Flexible attitude towards work (able to work varied shift patterns and be on call for emergencies)
* Be able to create effective working relationships with those working within the academies, being accessible and approachable
* Be a responsible member of the staff and should therefore take an active interest in the community life of the school
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