

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

PERSON SPECIFICATION

PREMISES MANAGER

|  |  |
| --- | --- |
| 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) |
| **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 |
| **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 |
| **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 |

