



**PLYMSTOCK SCHOOL
PERSONNEL SPECIFICATION
PREMISES MANAGER**

Attributes	Essential	Desirable	Assessment
Qualifications			
GCSE English and Maths at Grade C / Level 2 qualification	✓		Application & Certificates
A Levels / Level 3 qualification , or equivalent training / experience		✓	
Facilities Management qualification or equivalent training / experience	✓		
Evidence of relevant Continuing Professional Development	✓		
Health & Safety qualifications NEBOSH / COSHH (holding or working towards)	✓		
Trade qualification (e.g. carpentry, electrician, etc.)		✓	
Full, clean, driving license	✓		
Experience			
Extensive experience of working effectively within a relevant discipline, e.g. facilities, building maintenance, engineering, surveying or project management	✓		Application, Interview, Assessment & Reference
Site maintenance/improvement at an operational level		✓	
Managing and delivering projects, including supplier and contractor relationships	✓		
Successful line management experience, demonstrating competence in leading and managing the work of teams and undertaking the performance management process	✓		
Monitoring budgets and undertaking procurement	✓		
Working within a large organisation or a school environment		✓	
Skills and Knowledge			
Knowledge of building and CDM regulations	✓		Application, Interview, Assessment & Reference
Knowledge of Health and Safety regulations and legislation, including the basic principles of designing and undertaking risk assessments	✓		
Good working knowledge of a range of plant and equipment	✓		
Knowledge of statutory requirements, best practice guidelines and quality standards relevant to Property/Facilities management and cleaning and maintenance	✓		
Knowledge of COSHH, IOSH and NEBOSH regulations	✓		
Ability to adopt a variety of leadership and management styles	✓		
Organised, resilient and flexible	✓		

Ability to work effectively, maintain standards and accuracy, prioritise workload and meet deadlines and complex demands whilst under pressure	✓		
Capacity to take responsibility, use initiative, work independently and demonstrate a proactive approach	✓		
Ability to work actively, productively and flexibly as part of a team	✓		
Excellent written skills and ability to communicate clearly with people at all levels in a professional and sensitive manner	✓		
Confident user of ICT, including Microsoft Office packages	✓		
Awareness and understanding of data protection and confidentiality	✓		
Good negotiation skills	✓		
Personal Qualities			
Ability to relate well to children, young people and adults	✓		Application, Interview, Assessment & Reference
Proactively generate positive working relationships and inspire, support and energise others to achieve a common purpose	✓		
Adaptable, flexible and creative	✓		
Enthusiastic and motivated	✓		
Problem solver, analytic and strategic thinker	✓		