



**Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

### Notre Dame High School Person Specification

**Job title: Premises Manager**

Specification	Criteria	Evidenced by
	Essential Desirable	Application Interview References
<b>Qualifications</b>		
Level 2 qualification in English and Maths (or equivalent)	E	Certificates
Level 3 NEBOSH or other appropriate technical qualifications	D	certificates
<b>Knowledge, skills &amp; experience</b>		
Experience in a similar premises site management role	D	Application Interview References
In depth knowledge of building and maintenance management	E	Application Interview
Experience of managing minor building projects / development works	E	Application Interview
Experience of managing a successful team, introducing initiatives and improvements	E	Application Interview Refs
Experience of working in a school environment	D	Application Interview
Ability to effectively communicate with a wide range of audiences verbally and in writing.	E	Application Interview References
Ability to gain and maintain credibility within the organisation and externally i.e. with contractors, suppliers etc.	E	Application Interview References
Ability to work under pressure and in managing competing deadlines	E	Application Interview References
Flexible attitude	E	Application Interview
Problem solving skills	E	Application Interview
Strong planning and organisational skills with the ability to delegate appropriately	E	Application Interview References
Extensive knowledge and understanding of Health and Safety	E	Application Interview
Knowledge of Moving and Handling procedures	D	Application Interview

Willingness to actively constructively challenge the work performance of self and staff in the team with a focus on continually improvement.		
Maintenance skills i.e. painting etc.	<b>D</b>	<b>Application Interview</b>
Understanding and adhering to the school's Child Protection / Safeguarding policies, procedures and working practices.	<b>E</b>	<b>Application Interview References</b>
Satisfactory DBS Check	<b>E</b>	
<b>Personal qualities, values and attributes</b>		
Conducts oneself with humour, diplomacy and integrity	<b>E</b>	<b>Interview</b>