

**Employee Specification Form**

Post Number	
Job Title	<b>Premises Manager (Band F)</b>
Department	<b>Cathcart Street Primary School</b>
Prepared by and date	<b>Headteacher December 2024</b>

**Important - Study "Explanatory Notes" printed overleaf before completing form**

<b>Essential Personal Attributes</b>	<b>Stage Identified</b>	<b>Desirable Personal Attributes</b>	<b>Stage Identified</b>
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Educated to GCSE grade C or Level 4 and above in Maths and English</li> </ul>	APP	<ul style="list-style-type: none"> <li>Hold recognised training/qualifications associated with premises management</li> <li>Health and Safety qualification eg IOSHH, NEBOSH</li> <li>Safeguarding qualification</li> <li>First Aid qualification</li> <li>Clean full driving licence and own transport</li> </ul>	APP/INT APP/INT APP/INT APP/INT
<b>Experience</b> <ul style="list-style-type: none"> <li>Significant experience or skills in a trade</li> <li>Successful experience of taking responsibility for the care and maintenance of premises</li> <li>Ability to manage external contractor maintenance and service contracts and ensure recommendations are carried out</li> <li>Experience of working constructively as part of a team, understanding organisational roles and responsibilities and your own position within these</li> <li>The ability to maintain, monitor, operate and understand internal systems</li> <li>Ability to understand and manage regulations; such as health &amp; safety, manual handling and risk management procedures</li> <li>Competent at basic building repairs and maintenance</li> <li>To be able to use small industrial, electrical and mechanical equipment</li> </ul>	APP/INT APP/INT APP/INT APP/INT APP/INT APP/INT APP/INT	<ul style="list-style-type: none"> <li>Successful experience of working in a school as a premises/site manager or caretaker</li> <li>Experience of project management</li> <li>Successful experience of the management of staff</li> <li>Industrial cleaning experience</li> <li>Experience of supervising and/or training small groups or individuals</li> </ul>	APP/INT APP/INT APP/INT APP/INT APP/INT
<b>Knowledge and skills</b> <ul style="list-style-type: none"> <li>Knowledge of statutory regulations / procedures including Health &amp; Safety, COSHH, fire and movement &amp; handling of goods</li> <li>Ability to comply with Health &amp; Safety regulations to ensure that all duties are carried out safely</li> <li>Ability to perform the physical tasks required by the post including lifting, carrying and moving various equipment to undertake the duties of the post</li> <li>Good numeracy, literacy, IT and communication skills</li> <li>Ability to manage own time effectively and demonstrate initiative including establishing priorities</li> <li>Ability to prioritise and manage workload whilst maintaining a flexible approach to respond to urgent requests</li> <li>Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school</li> </ul>	APP/INT APP/INT APP/INT APP/INT APP/INT APP/INT	<ul style="list-style-type: none"> <li>Knowledge of relevant codes of practice and/or policies, preferably in a school environment, with particular reference to risk assessments and health and safety</li> <li>Ability to lead on projects to enhance the school environment</li> <li>Knowledge of energy efficiency and biomass heating</li> </ul>	APP/INT APP/INT APP/INT
<b>Special Requirements</b> <ul style="list-style-type: none"> <li>A commitment to safeguarding all young people</li> <li>A commitment to the vision, values and aims of the school</li> <li>Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health &amp; safety related policies.</li> <li>Proven good attendance and punctuality</li> <li>Ability to contribute to the life of the whole school</li> <li>Ability to work overtime/attend Governors and other meetings as and when necessary</li> <li>Ability to respond to school-based emergencies including security issues out of normal working hours</li> </ul>	APP/INT APP/INT APP/INT APP/INT APP/INT APP/INT	<ul style="list-style-type: none"> <li>An eagerness to gain experience, expertise and professional development through this position</li> <li>Willingness to support the school with their ECO curriculum</li> <li>Gardening Club</li> </ul>	APP/INT

# Employee Specification Form

These notes should be studied carefully before completing the form overleaf.

List the personal attributes required to fulfil the duties listed in the job description.

They must be:

- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

## Essential or Desirable

- Essential

Those requirements without which a candidate would be simply unable to do the job.

*Any candidate who does not meet the essential requirements must be rejected.*

Examples could be the possession of current driving licence or relevant qualification.

- Desirable

Those requirements which are desirable, but not essential.

A candidate should not be rejected for failing to meet any single desirable requirement.

Examples for certain jobs could be local government experience or knowledge of new technology.

## Personal Attributes

- Qualifications

What qualifications, if any, should the postholder possess?

To what level

- Experience

What experience, if any, is relevant?

- Knowledge and Skills

Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?

Do not list attributes which cannot be measured, eg “pleasant personality”, “flexible outlook”. Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).

Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.

- Special Requirements

Are there any conditions of service which differ from the norm and with which the postholder must comply? eg live-in requirements, flexible working hours, weekend working.

## Stage Identified

Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc