



# SPELLBROOK C of E PRIMARY SCHOOL (vc)

*Flourishing in Love and Learning*

----- The Parish of Great St Mary's -----

London Road, Spellbrook, Bishop's Stortford, Herts. CM23 4BA  
 Telephone: 01279 723204 Email: admin@spellbrook.herts.sch.uk

## Person Specification - Premises Manager

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification.

***In your letter of application/ supporting statement you should mention any experience you have had which shows how you meet these requirements. If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.***

		Essential	Desirable	Evidence
<b>Qualifications</b>	Hold recognised training/qualifications associated with premises management		√	
	Risk Assessment experience/qualification		√	
	Basic First Aid Qualification		√	
	Health & Safety, Manual Handling, COSHH, Legionella and Asbestos Training certificates		√	
<b>Experience</b>	Significant experience or skills in a trade		√	
	The ability to understand and apply regulations	√		
	The ability to operate and understand electrical/mechanical systems		√	
	Competent at basic building repairs, maintenance and DIY	√		
	To be able to use small industrial, electrical and mechanical equipment	√		
	Contractor management experience		√	
<b>Skills</b>	Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post	√		
	Understand procedures and legislation relating to confidentiality	√		
	Good communication skills – able to complete forms, write letters and reports, exchange complex verbal information clearly, manage difficult or controversial exchanges calmly and effectively	√		

	Demonstrate a clear commitment to develop and learn in the role	√		
	Good IT skills including communicating by email	√		
	Ability to gather information, analyse data and problem solve	√		
	Ability to manage own time effectively and demonstrate initiative including establishing priorities	√		
	Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests	√		
	Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school	√		
	Ability to manage contractors directly and indirectly	√		
	Ability to adapt to changing and conflicting demands	√		
	Ability to be flexible and work as part of a team or individually as required	√		
	Ability to demonstrate an understanding of children	√		
	Ability to contribute to the life of the school including contributing to PTA events	√		
	Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection and safeguarding policies and all health & safety related policies	√		
	Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely	√		
<b>Qualities</b>	Reliability	√		
	Approachable	√		
	Honest	√		
	Can sustain positive and professional relationships with staff, pupils, parents & contractors	√		

*Evidence: A=Application Form, R=References, I=Interview*

**There is a requirement to take the majority annual leave/ holiday during school holiday periods.**