

JOB DESCRIPTION

Premises Manager

Reports to: Head of Estates and Facilities

Evaluated grade: SO1/SO2

PERSON SPECIFICATION

Education, Training and Work Qualifications

1. Recognised training/qualifications associated with caretaking/DIY activities desirable (e.g. C&G Certificate in Caretaking Maintenance, Electrical Testing Level 1).
2. Driving licence (all new appointments will be required to have a clean, valid driving licence).
3. Valid MIDAS training to coaching level (training available)
4. Maths and English GCSE grade C/4 or equivalent

Knowledge

5. Knowledge of basic site maintenance and good practice in building services, i.e. heating, plumbing, carpentry, electrical, security etc.
6. Knowledge of H&S regulations and legislation include COSHH
7. Knowledge of use and storage of CCTV including GDPR
8. Understanding and implementation of Covid secure regulations and measures
9. Knowledge of MS Office systems, intermediate level.
10. Knowledge of Safeguarding Children and Vulnerable Adults (desirable)

Skills and Abilities

11. Demonstrable attention to detail
12. Ability to plan and prioritise a range of regular and irregular tasks, and ability to analyse tasks and how they may best be achieved.
13. Good oral and written communication skills.
14. Ability to relate in a professional way with a wide range of personalities.
15. DIY abilities essential.
16. Ability to manage and monitor working processes.

Relevant Experience

17. Experience in building maintenance work and managing maintenance schedules
18. Proven experience of managing contractors and contracts
19. Proven experience of budget and project management
20. Experience of driving minibus up to 17 seats (desirable)
21. Experience in an educational environment (desirable)

Other Requirements

22. Ability to comply with OHC&AT policies e.g. Safeguarding, Equality & Diversity, Health & Safety.
23. Ability to carry out manual handling tasks, i.e. lifting, climbing and moving of items.
24. Able to work as part of a team; be adaptable and supportive of colleagues.
25. Ability to interact with learners sensitively and flexibly