

## PERSON SPECIFICATION – Premises Coordinator

Before making an application, candidates are asked to match their qualifications, experience, skills and abilities against the criteria listed below.

AREA	ESSENTIAL	DESIRABLE	EVIDENCE
<b>Qualifications</b>	<p>Five GCSEs or equivalent including English and Mathematics at grade C or above</p> <p>Good general knowledge of building construction principles, building services and maintenance</p>	<p>A qualification in Building Surveying / Construction / Facilities Management</p> <p>Trade qualifications</p>	Application.
<b>Experience / professional ability</b>	<p>Experience of organising building refurbishment / repair work</p> <p>Experience of managing contractors / supervising other people's work</p> <p>Experience in specifying materials for building refurbishment</p> <p>Ability to oversee Health &amp; Safety processes and inspections</p> <p>Desire to learn and apply relevant Health &amp; Safety regulations</p> <p>Ability to spot potential hazards and arrange timely resolutions / control measures</p> <p>Competent IT skills including Microsoft Office</p> <p>Professional attitude when attending to unexpected situations, particularly related to the school premises</p> <p>Good at working through processes and following procedures</p> <p>Ability to monitor a budget</p> <p>Demonstrate flexibility in working arrangements</p>	<p>Experience of premises / facilities management</p> <p>Experience managing a small team</p> <p>Knowledge of processes required in order to achieve high standards of Health &amp; Safety</p> <p>Knowledge of relevant Health &amp; Safety regulations</p> <p>Experience using cloud hosted software packages and also software drawing packages like Adobe Photoshop</p>	Application. References. Interview.

AREA	ESSENTIAL	DESIRABLE	EVIDENCE
<b>Personal Qualities</b>	<p>Full support for the aims, values and ethos of the school.</p> <p>Empathy for pupils with high vulnerabilities and their families</p> <p>Demonstrate flexibility in working arrangements</p> <p>Be well organised, scheduling work to minimise disruption where possible</p> <p>Can access school site quickly when needed</p> <p>Driving Licence</p> <p>Willingness to collect maintenance materials from suppliers</p> <p>To remain calm in a crisis</p> <p>Adopts safe moving and handling procedures</p> <p>Able to access the entire school site</p>		<p>Application.</p> <p>References.</p> <p>Interview.</p>
<b>Communication Skills</b>	<p>Good communication skills (oral and written)</p> <p>Excellent presentation skills and the ability to adapt complex information for the appropriate audience.</p> <p>Good professional networking skills.</p>		<p>Application.</p> <p>References.</p> <p>Interview.</p>