



ST ANTHONY'S SCHOOL

SITE AND PREMISE MANAGER PERSON SPECIFICATION

	Essential	Desirable
Qualifications / Experience	<ul style="list-style-type: none"> • Full UK driving licence, with category D1 • Proficiency in a relevant or related field i.e. premises/site management • Knowledge & understanding of Health & Safety issues and legislation • Experience of managing contractors Management/supervisory experience • Experience in managing the security of a building (e.g. key holding, CCTV, alarms) 	<ul style="list-style-type: none"> • Formal Professional qualifications to support job role • PAT testing qualification • Trade related qualification • NEBOSH qualification • Experience of premises management including security within a school
Skills/Abilities	<ul style="list-style-type: none"> • Practical skills necessary to undertake general building maintenance, minor repairs, portage duties • Ability to maintain records, information and data as appropriate • Ability to communicate effectively • Capable of using own initiative and demonstrate a practical approach to all aspects of the role • Ability to organise and prioritise workload to ensure deadlines are met 	<ul style="list-style-type: none"> • Experience of communicating within a school environment (i.e. parents, pupils, governors)
Knowledge	<ul style="list-style-type: none"> • A thorough knowledge and understanding of effective inclusive practices to support pupils with a wide range of needs. • A knowledge of effective safeguarding • Knowledge and understanding of the School Child Protection Policies and Procedures • Knowledge and understanding of a range SEND 	

Personal Qualities	<ul style="list-style-type: none">• Able to think creatively and imaginatively to anticipate and solve problems and identify opportunities.• Honest & reliable• Demonstrate pride in maintaining a high standard of work• Flexible approach to work• Committed to own development as a professional.• Able to reflect on own practice and identify areas for improvement• Can work effectively as part of a team	
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