



## St Christopher's School & Nursery

### Premises Manager Person Specification

	Essential	Desirable
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Previous general maintenance experience</li> <li>• Full clean UK driving licence</li> <li>• Demonstrable competence in carrying out general repairs and maintenance tasks</li> <li>• Willingness to undertake Fire Marshall training</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment is not essential but would be an advantage</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Able to keep accurate records of statutory checks undertaken</li> <li>• Ability to work effectively both in collaboration with others and also on own initiative</li> <li>• Excellent organisation skills / Time management / Ability to prioritise and organise workload / able to work to deadlines</li> <li>• Knowledge of routine preventive maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to lead and manage a team.</li> <li>• Basic IT skills, with the ability to complete online training modules and update records, as required.</li> <li>• Prior knowledge of relevant Health and Safety legislation and guidance</li> </ul>
<b>Personal Attributes &amp; Physical Requirements</b>	<ul style="list-style-type: none"> <li>• Punctual, dependable, polite and well presented</li> <li>• Professional and approachable attitude</li> <li>• Good attention to detail and take pride in the presentation of the School grounds and building</li> <li>• Good verbal and written communication skills</li> <li>• Ability to prioritise your own workload</li> <li>• Ability to lift and carry equipment as needed.</li> <li>• Comfortable working in an outdoor and indoor setting.</li> <li>• Self-motivated with a positive 'can do' approach to work</li> <li>• Hard-working and committed with a willingness to 'join in' with school events</li> <li>• A commitment to safeguarding and promoting the welfare of children and young people.</li> </ul>	