

PERSON SPECIFICATION: School Premises / Campus Manager

Created May 2021

Qualifications	Essential	Desirable
5 GCSEs (or equivalent) including English and Maths	√	
A' Level or Higher Educational Qualifications		√
Further relevant qualifications e.g. in Risk Assessment and IOSH		√
Public First Aid qualification (or a willingness to qualify)	√	
Willingness to undertake further training	√	
Full clean driving licence	√	
Successful Experience:		
In the field of premises management	√	
Of using Building Management Systems		√
Of managing premises within financial constraints		√
Of working with contractors and negotiating contracts to requirements	√	
Of managing site projects	√	
Of managing Health & Safety issues	√	
Of effective leadership and line-management of staff including both internal teams and external contractors	√	
Of working in the building / construction industry		√
Of working in a school or similar establishment		√
Of managing and monitoring a budget, and providing required reports	√	
Knowledge and Skills:		
Ability to use BMS, a range of ICT equipment and other specialised resources	√	
Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as Health & Safety	√	
Working knowledge of construction / building regulations		√
Ability to use Office computer software proficiently, including word-processing, spreadsheet, database and internet systems	√	
Strong verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and visitors to the school site	√	
Good standard of numeracy and literacy skills	√	
Personal Attributes:		
Able to carry out on-call duties effectively	√	
Able to work flexibly to meet deadlines and respond to unplanned situations, showing initiative and ability to prioritise	√	
Able to work independently	√	
Efficient and meticulous in organisation	√	
Able to observe appropriate confidentiality	√	
Able to reach and bend, and to carry out heavy lifting	√	
Highly punctual	√	
Integrity	√	
Common sense	√	
Friendly, polite and approachable	√	
Commitment to the highest standards of child protection	√	
Commitment to the school's ethos, aims and its whole community	√	

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.