



## Person Specification

**Position:** School Premises Manager

**Location:** Avondale Park Primary School & St Anne's Nursery School, W11

| Criteria                         | Essential   | Desirable  |
|----------------------------------|---|--|
| <b>Experience</b>                | <ul style="list-style-type: none"> <li>• Proven experience in a similar role, preferably within a school or multi-site setting.</li> <li>• Practical experience of facilities management, including health and safety compliance, maintenance scheduling, and contractor liaison.</li> <li>• Hands-on experience with DIY and minor building repairs.</li> </ul>  | <ul style="list-style-type: none"> <li>• Experience using facilities management software (e.g., Every or similar).</li> <li>• Experience supporting lettings and community use of school premises.</li> </ul>                              |
| <b>Qualifications</b>            | <ul style="list-style-type: none"> <li>• Accredited Health &amp; Safety training (e.g., IOSH or equivalent).</li> <li>• Awareness or knowledge of COSHH and statutory compliance.</li> </ul>  | <ul style="list-style-type: none"> <li>• First Aid certificate.</li> <li>• Trade qualifications (e.g., plumbing, electrical, carpentry) or H&amp;S-related certifications.</li> <li>• GCSEs or equivalent in English and Maths.</li> </ul> |
| <b>Skills &amp; Competencies</b> | <ul style="list-style-type: none"> <li>• Strong oral and written communication skills.</li> <li>• Good organisational and record-keeping abilities.</li> <li>• Ability to work independently and proactively.</li> <li>• Sound judgement and ability to assess risks and prioritise appropriately.</li> <li>• Practical problem-solving skills and the ability to implement solutions efficiently.</li> <li>• Physically able to carry out the demands of the role, including manual handling and using tools safely.</li> <li>• Comfortable liaising with a wide range of</li> </ul> | <ul style="list-style-type: none"> <li>• Confident using IT for reporting, communication, and compliance systems.</li> <li>• Ability to lead on small refurbishment or improvement projects.</li> </ul>                                    |



| Criteria                                   | Essential  | Desirable   |
|--|--|---|
|  | stakeholders including school staff, contractors, and community users.   |   |
| <b>Attributes &amp; Personal Qualities</b> | <ul style="list-style-type: none"> <li>• Reliable, punctual and flexible approach to working hours.</li> <li>• Commitment to high standards of site cleanliness, safety, and presentation.</li> <li>• Calm and effective in emergencies.</li> <li>• Team player with a supportive and courteous manner.</li> </ul> | <ul style="list-style-type: none"> <li>• Willingness to be a visible presence and positive role model within the school community.</li> </ul> |
| <b>Safeguarding</b>                        | <ul style="list-style-type: none"> <li>• Commitment to the safeguarding and welfare of all pupils.</li> <li>• Ability to work in accordance with the school's safeguarding policies.</li> <li>• Enhanced DBS clearance (required before employment commences and will be arranged by the school).</li> </ul>       |   |