

**Person Specification – Premises Manager**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>
<b>Qualifications and training</b>	Degree Level Education or extensive relevant Professional Experience  Professional FM Qualifications or extensive relevant experience  Professional H&S Qualifications or extensive relevant experience
<b>Experience</b>	Working in a customer-focused environment Managing projects to tight deadlines; Analysing trends and recommending practical measures for improvement; Managing budgets Managing the following services: Maintenance Cleaning Security systems. Grounds maintenance External contractors
<b>Knowledge and Skills</b>	Detailed understanding of Health and Safety requirements Detailed understanding of security systems and procedures Good knowledge of energy conservation measures Detailed understanding of building management systems Detailed knowledge of Contracts and Service Level Agreements Detailed knowledge of organising and planning Detailed knowledge of managing change and its impact
<b>Skills &amp; Ability</b>	Excellent negotiating skills Relevant IT skills fort his post Excellent budgetary skills Excellent monitoring skills e.g. Observation / recording skills to monitor and oversee contractors on site Organisational skills to facilitate lettings of premises Excellent communication and interpersonal skills Effective report writing skills and ability to prepare detailed specifications as required Able to handle volume of work and work effectively under pressure Able to work quickly and accurately to deadline Excellent organisational and time management skills able to plan and prioritise own workload Excellent attention to details and good analytical skills Excellent oral and written communication skills Ability to write clear reports and to keep concise records of work undertaken Work collaboratively as a team member and accept whilst being able to lead and to work independently Communicate effectively Use new technologies Organise workload, prioritise, meet deadlines and follow tasks through to their successful conclusion Anticipate problems and prevent them. Delegate tasks and monitor their implementation; challenge underperformance Review progress, procedures and policies to develop areas for which there is individual or shared responsibility
<b>Aptitude</b>	Able to assess potential hazards Able to form good working relationships with a wide range of site users

	<p>Ability to collate, maintain and monitor records.</p> <p>Ability to design and implement new administrative and management systems in response to specific service requirements.</p> <p>Ability to collate and digest complex data from a variety of sources to produce timely, accurate reports.</p> <p>Ability to work calmly and efficiently under pressure</p> <p>Ability to work alone and as a member of a team</p> <p>Ability to use initiative</p> <p>Ability to learn and use new systems quickly</p> <p>Able to work flexibly adapting to changes in work priorities as needed</p> <p>Able to maintain confidentiality in all circumstances</p> <p>Ability and commitment to provide a quality responsive service, demonstrating professional and tactful approach to work and dealing with customers</p> <p>Ability to advise managers and others correctly and in appropriate manner</p> <p>Ability to plan and develop systems</p> <p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</p> <p>Able to work in a child centred environment</p> <p>Reliable and conscientious</p> <p>Excellent interpersonal skills</p> <p>A commitment to implement the Federation's Equal Opportunities Policy</p> <p>Awareness of Equal opportunities issues</p>
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