



ST PETER'S SCHOOL HUNTINGDON PREMISES MANAGER - PERSON SPECIFICATION

This school is committed to safeguarding and promoting
the welfare of children and young people and expects all staff to share this commitment

Criteria	Essential	Important	Desirable	Measured
QUALIFICATIONS				
Educated to GCSE standard or equivalent in English and Mathematics.	✓			Application/Certificate
Higher education qualifications in related areas i.e. building, carpentry			✓	Application/Certificate
First Aid Certificate (training will be provided)			✓	Application/Certificate
EXPERIENCE AND SKILLS				
Able to work in a busy environment.	✓			Application/Interview/Reference
Ability to communicate confidently, clearly and effectively, both verbally and written.	✓			Application/Interview/Reference
Strong telephone manner with an organised and structured approach to duties.	✓			Application/Interview/Reference
Good working knowledge of MS Office.	✓			Application/Interview/Reference
Good organisation skills and the ability to prioritise workload.	✓			Application/Interview/Reference
Line management		✓		Application/Interview/Reference
Health & Safety in the Workplace and Risk Assessments		✓		Application/Interview/Reference
CCTV, Intruder and Fire alarm systems		✓		Application/Interview/Reference
Analysis and Problem Solving - Analysing information logically, drawing on one's knowledge and experience base and calling on other references and resources as necessary to generate appropriate and/or creative solutions.		✓		Application/Interview/Reference
Teamwork - Using appropriate interpersonal skills and working cooperatively to contribute to the development and management of positive and cohesive teams and partnerships within the school community.		✓		Application/Interview/Reference
Accountability – To be responsible for one's own actions, seeing things through, doing what we say we will.		✓		Application/Interview/Reference
Community Focus - Understanding and responding school community needs, demonstrating a passion for high quality customer service.		✓		Application/Interview/Reference
Drive and Perseverance - Maintaining a high degree of motivation and commitment to producing work of the highest possible standard, finishing what we start even in the face of challenging obstacles.		✓		Application/Interview/Reference
Leading and Empowering - Creating a motivating atmosphere and encouraging commitment and involvement through delegation, support and training.		✓		Application/Interview/Reference
Managing Business Performance - Setting and managing clear and stretching performance expectations for individuals, teams and partners – accepting accountability for own results and those of the team.		✓		Application/Interview/Reference

INTERPERSONAL SKILLS				
Commitment to maintain high customer care standards	✓			Application/Interview/Reference
Commitment to promoting and safeguarding the welfare of all staff and students.	✓			Application/Interview/Reference
Flexible attitude with the ability to work under pressure and to deadlines, whilst maintaining a high level of accuracy.	✓			Application/Interview/Reference
Willingness to undertake in-service training.	✓			Application/Interview/Reference