



Office & Premises Manager Person Specification

FACTORS	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Good GCSE Maths and English qualifications or equivalent	Evidence of training / qualifications relevant to the role
EXPERIENCE	<p>Experience of a working within the education sector</p> <p>Previous experience in school administration and administrative processes</p> <p>Experience in managing contracts</p> <p>Awareness of the OFSTED framework and its links to the school improvement / development process and the importance of Safeguarding in a school</p>	<p>Able to support / influence decision making at a strategic level</p> <p>Experience of school policy management</p>
KNOWLEDGE	<p>Knowledge of risk assessment and hazard identification processes</p> <p>Knowledge of relevant guidance and legislation in relation to working with, and the protection of, children and young people</p> <p>Knowledge of buildings maintenance and preventative maintenance</p>	<p>Knowledge of statutory duties in relation to Health and Safety</p> <p>Knowledge of school catering procedures, especially 'in-house' arrangements</p>
SKILLS	<p>Excellent oral and written communication skills</p> <p>Competent ICT skills (especially Word and Excel), subject to training being given for relevant school / Local Authority systems</p> <p>Ability to manage others, such as premises and office staff</p> <p>Understanding of building related projects, and liaison with external contractors</p> <p>Good organisational skills –able to plan, prioritise, implement and monitor tasks within set timescales</p> <p>Strategic and creative thinking – able to take the initiative in identifying issues and innovative solutions</p>	<p>Experience of leading performance management</p> <p>Ability to strategically influence decision making within the school</p>

	<p>Able to prioritise own workload within a changing environment, supporting colleagues and other school needs as required</p> <p>Able to work to deadlines, identifying key outcomes and taking timely action to ensure completion</p>	
PERSONAL QUALITIES	<p>Ability to work under pressure and remain positive, enthusiastic and resilient</p> <p>Excellent interpersonal skills with staff, parents, pupils etc.</p> <p>Ability to handle sensitive information and issues appropriately and with confidentiality</p> <p>Co-operative style of working, seeking and valuing others input and expertise</p> <p>Adaptability and openness to change</p> <p>Commitment to upholding our Church School ethos</p> <p>Integrity, loyalty and good judgement</p> <p>Willingness to participate in further training and development opportunities offered by the school and Local Authority</p>	<p>Willingness to constructively challenge the work of self and others to continually improve own and school performance</p> <p>Seeks new opportunities, willing to tackle more long term and in depth problems</p>