

Magdalen College Academy

*We are committed to the protection and safety of our students
and expect all staff to share this commitment*

Personal Specification – Premises Manager

Area	Essential	Desirable
Good literacy, numeracy & IT skills	√	
Proven track record of overseeing maintenance and security with exemplary health and safety provision of a large building.	√	
Industry recognised qualification in relevant trade	√	
Experience of purchasing resources according to best value	√	
Experience of leading and supervising staff in caretaking, maintenance or similar within the last 3 years		√
Health and Safety Qualification		√
Ability to use tools and machinery associated with the role safely and appropriately and supervise others to ensure same.	√	
Experience in basic maintenance skills including carpentry, plumbing, painting, decorating and electrical work	√	
Experience of overseeing large contracts, involvement in technical specifications, monitoring budgets, quality, programme issues,	√	
Experience of working with facilities contractors	√	
Experience of manual handling and ability to safely lift heavy loads e.g moving furniture, lifting equipment	√	
Experience of organising health and safety testing regimes,	√	
Experience of reviewing health and safety audits, prioritising work and resolving issues	√	
Experience of adhering to health and safety legislation, policies and procedures	√	
Awareness of the main requirements of health and safety legislation, building regulations, risk assessments and good practice relevant to the duties of the post	√	
Experience of working in a school, local authority, public sector or similar environment		√
Good organisational skills and ability to work unsupervised, complete tasks competently and to deadlines	√	
Ability to work safely	√	
Able to work under own initiative	√	
Demonstrate working effectively as part of a team, maintaining good relations with colleagues and others	√	
Ability to generate support from colleagues and motivate others to achieve their best.	√	
Flexible attitude to duties and working hours when necessary in order to fulfil the requirements of the role and the needs of the school	√	
Ability to stay calm under pressure	√	
Personable and approachable with good interpersonal and communication skills	√	
Reliable	√	
Demonstrate a positive attitude to the work and support the ethos of the school	√	
Demonstrate an understanding and commitment of the school's ethos and required code of conduct and behaviour	√	
Willingness to learn new skills and be able to undertake training and development where required	√	
MIDAS certificate or willingness to learn		√
Full driving licence	√	