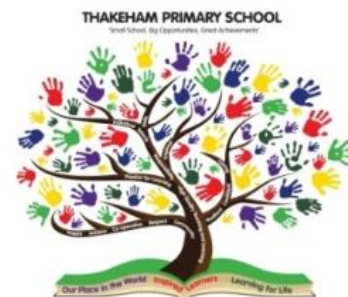


# Thakeham Primary School

## PREMISES MANAGER - PERSON SPECIFICATION



	Essential	Desirable	Evidenced by
<b>EXPERIENCE</b>			References Application Form Interview
Handyperson/DIY experience	x		
Gardening experience		x	
Experience of working to deadlines	x		
Experience of communicating with a range of audiences including colleagues, governors, pupils, contractors, WSCC and cleaners		x	
<b>SKILLS/ABILITIES</b>			
Ability to work independently demonstrating initiative and proactively	x		
Ability to maintain efficient record keeping systems	x		
Willingness to participate in induction, development and training opportunities	x		
Awareness of Health and Safety procedures and precautions (Full training will be given)		x	
Awareness of COSHH regulations (Full training will be given)		x	
Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date	x		
Willingness to maintain confidentiality on all school matters	x		
<b>PERSONAL QUALITIES</b>			
Committed to meeting the needs of pupils, parents and the school	x		
Flexible	x		
Team Player	x		
Enthusiastic and motivated, showing good level of initiative	x		
Committed to their own professional development	x		
Willingness to take personal responsibility for standard of work carried out.	x		