



## JOB SPECIFICATION

**Post: Premises Manager / Caretaker Level 3; Grade F**

Personable Attributes Required (Considerations)	Essential (E) Or Desirable (D)	Method of Assessment
<b><u>QUALIFICATIONS / TRAINING</u></b>		
Level 2 qualification or equivalent in Maths/numeracy and English/literacy	E	AF + I
Relevant Level 3 qualification or equivalent experience	E	AF + I
<b><u>EXPERIENCE / KNOWLEDGE</u></b>		
Demonstrate experience of caretaking/site-keeping in a multi-school (site) or similar environment.	E	AF + I
Demonstrate an understanding of inclusion.	E	AF + I
Ability to relate well to children and adults.	E	AF + I
Knowledge of health and safety procedures and precautions.	E	AF + I
Awareness of COSHH regulations	E	AF + I
Awareness of health and hygiene procedures.	E	AF + I
Knowledge of moving and handling procedures.	E	AF + I
Knowledge of the Code of Safe Working Practice (COSWP) for Caretaking and Premises Staff.	E	AF + I
Budget Management experience.	D	AF + I

<p><b><u>SKILLS / KNOWLEDGE / APTITUDES</u></b></p> <p><b><u>Communication &amp; Influence</u></b></p> <p>Communicates in a clear, accurate and succinct manner to deliver information to the right person, ensuring they understand the message. Ensures that method of communication is appropriate to achieve the required result. Provides factual information as requested or re-directs requests to a more appropriate person.</p> <p><b><u>Team Working</u></b></p> <p>Acts in a manner consistent with team goals, standards and values, actively co-operating with colleagues in own area. Maintains open and honest relationships with colleagues and shows sensitivity to the needs and feelings of others. Actively listens to take account of others views and opinions. Works with the team to generate solutions and reach consensus.</p> <p><b><u>Organisational Awareness</u></b></p> <p>Demonstrates a broad knowledge of the organisation's activities and how they contribute to the organisation's performance as a whole. Is able to describe the current activities in their area together with organisational developments. Demonstrates how own job performance contributes to the organisation's vision.</p> <p><b><u>Adaptability</u></b></p> <p>Responds positively to the change process. Helps others to understand the need and reasons for change. Effectively implements new ideas and methods to adapt working practices. Help plan, develop, set up and monitor systems and processes to effect change. Challenges conventional thinking and existing practices.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF + I</p> <p>AF + I</p> <p>AF + I</p> <p>AF + I</p>
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<p><b><u>Use of Technology</u></b></p> <p>Is able to use and understands the purpose of information communication technology (ICT) and has the ability to search for and extract information from a range of technology. Adapts data according to particular needs and presents it accordingly.</p> <p><b><u>Professional Values &amp; Practice</u></b></p> <p>Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration.</p> <p>Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.</p> <p>Ability to improve own practice through observations, evaluation and discussion with colleagues.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF + I</p> <p>AF + I</p> <p>AF + I</p> <p>AF + I</p>
<p><b><u>SPECIAL REQUIREMENTS</u></b></p> <p>Requirement to complete support staff induction programme.</p> <p>Willingness to undertake appropriate first aid training (if appropriate).</p>	<p>E</p> <p>E</p>	<p>I</p> <p>I</p>

Prepared by: A James  
Date: March 2023

AF = Application Form  
I = Interview  
T = Test  
P = Presentation