

WARGRAVE HOUSE LTD

PERSON SPECIFICATION – Premises Manager

	DESCRIPTION	ESSENTIAL	DESIRABLE	EVIDENCE
QUALIFICATIONS	IOSH or NEBOSH Certificate(s) in Fire Safety and Risk	X		Application form (proof of qualifications to be provided)
	IWFM (BIFM) Level 4 qualification in Facilities Management or equivalent (or willingness to undertake)		X	
EXPERIENCE	Relevant experience in facilities/estate management (ideally 4+ years)	X		Application Form Supporting statement Interview
	Project management and planning skills	X		
	Contractor management and negotiation	X		
	Training staff in Health and Safety matters	X		
	Managing and leading a team	X		
	Supportive, positive and non-judgemental attitude	X		
	Experience of working in a school / college environment		X	
KNOWLEDGE	Health & Safety Management systems and procedures	X		
	Health & Safety Legislation	X		
	Facilities Management Legislation and best practice	X		
	Budget Management	X		
SKILLS	Excellence in day-to-day contribution and reliability	X		
	Competent in the use of information technology and relevant software packages	X		
	Ability to motivate and inspire others	X		
	Ability to manage premises budgets and to deliver annual improvement plans	X		
	Ability to set and work to deadlines	X		
	Willingness to lead and take part in extra-curricular activities	X		
	Ability to communicate effectively and accurately orally and in written form	X		
	Good organisational skills, time management and execution of tasks	X		
PERSONAL QUALITIES AND ATTRIBUTES	Passion for sustainability and desire to inspire others to act sustainably.	X		
	Passion for working with young people with ASD	X		
	Commitment to safeguarding and promoting the welfare of vulnerable adults	X		
	Positive and resilient individual with drive, integrity, a cheerful disposition and a sense of humour	X		
	Commitment to personal and professional development	X		
	Ability to be flexible and work between both school/college and across sites if required	X		

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Commitment to actively promoting the policies and procedures of the organisation	X		
Confidentiality	X		
An excellent team player	X		
Passion for raising standards across the service	X		
Ability to work under pressure and meet deadlines	X		
Commitment to equality, diversity and inclusion	X		
Sensitivity, diplomacy and tact	X		
Full, Clean, Driving License	X		

Wargrave House Limited operates a safe recruitment process. Appointment to the post will be subject to suitable references and an enhanced Disclosure Barring Service check. Wargrave House Limited is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.