**PERSONAL SPECIFICATION**

**REQUIREMENT METHOD OF ASSESSMENT**

At least 3 years experience of premises management / Application Form

site supervision preferably in a school.

Ability to line manage and motivate a staff team Application Form / Interview

Basic literacy and numeracy skills, including Application Form / Interview /

clerical skills. Test (Practical Assessment)

Knowledge of, or ability to learn through training, Application Form / Interview

how to use computer systems.

Ability to carry out maintenance / handyperson Application Form / Interview /

duties.

Experience & understanding of site issues pertaining Application Form / Interview

to a large building. Test (Practical Assessment)

Experience & understanding of security issues. Application Form / Interview

Ability to monitor team’s workload and Application Form / Interview

performance.

Ability to work as part of a team and to Application Form / Interview

contribute to team development.

Ability to communicate in a professional, Interview/Practical Assessment

effective and courteous manner.

Willingness and ability to work flexible Application Form / Interview

hours to meet service requirements.

Clear understanding of equal opportunities Application Form / Interview

issues both in service delivery and employment.