



PERSON SPECIFICATION

Premises Manager

A Person Specification defines the required qualifications, knowledge, skills and qualities of the staff sought by the Minster School Governors in the recruitment and selection process.

All members of staff employed by the Minster School support and promote the school's aims:

1. To create an atmosphere of caring and purpose derived from commitment to moral and religious principles
2. To engender a lifelong love of learning
3. To encourage each child to strive for his or her best in intellectual, physical and spiritual growth
4. To help each child to develop relationships with others which are founded on mutual respect and the pursuit of lasting happiness
5. To encourage and develop leadership and active citizenship within the school and wider community which fosters a sense of dignity, vocation and purpose for every individual
6. To develop and maintain excellence in teaching and learning

In particular, all staff employed by the Minster School commit to support, uphold, promote and embody the school's ethos:

'Succeeding Together'

Enabling all members of our school community to work together, care for each other and strive to realise their potential in their studies and all other aspects of life.

- ◆ Wisdom
- ◆ Optimism
- ◆ Resilience
- ◆ Kindness
- ◆ Service

ATTRIBUTES		REQUIREMENTS	
		<i>Essential</i>	<i>Desirable</i>
Qualifications and Training		<ul style="list-style-type: none">• Educated to GCSE standard or specialist training/development and work experience across a technical or specialist area (W, D)• Full EC Driving Licence (W, D)	

Experience and Skills	<ul style="list-style-type: none"> • Previous supervisory experience (W) • Experience and awareness of Health and Safety at work legislations (W, I) • Ability to set and maintain high standards (I) • Ability to prioritise tasks, manage time effectively and meet deadlines (W, I) • A positive and resourceful approach to problem solving (I) • Motivational skills (I) • Good IT skills (W) • Proven interpersonal and communication skills to deal effectively with staff, students, parents, governors and outside agencies (I) • To understand customer needs and provide a high standard of customer service (I) • Ability to work on own initiative and within a team (I) • A positive 'can do' attitude (I) • Able to work additional hours and outside of normal working hours when necessary (I) • High levels of punctuality and attendance (I) 	<ul style="list-style-type: none"> • Experience of working in an education environment (W)
Other Conditions	<ul style="list-style-type: none"> • Able to fulfil all aspects of the job description. (I) • Set a good example of professional standards and abide by our Code of Conduct. (I) • Must satisfy relevant pre-employment checks. (D) • This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced DBS check. (D) 	
Equal Opportunities and Safeguarding	<ul style="list-style-type: none"> • Commitment to equal opportunities. (I) • Commitment to safeguarding students with full adherence to child protection and safeguarding policy and staff codes of conduct. (I) • Must be able to recognise discrimination in its many forms and be willing to put equality policies into practice. (I) 	

Evidence key: Written Application (W), Documentary evidence (D), Interview/assessment (I)

Note: Where the requirements are 'Essential' and marked as evidenced by your written application (W) – if your written application does not state how you meet this essential criteria, you will not be shortlisted.