Metropolitan
Borough of Wirral

Post Number	E229/21/01
Job Title	Premises Manager (Band F)
Department	Park Primary School
Date	November 2026

Important - See "Explanatory Notes" overleaf

Essential Personal Attributes	Stage Identified	**Desirable Personal Attributes**	Stage Identified
Qualifications:			
• Educated to GCSE grade C (or equivalent) and above in Maths and English	App	• COSHH qualification • Fire Safety qualification • Qualification in trades in one or more of the following: plumbing, general and ground maintenance, electrical/building maintenance, heating systems • Relevant training for Health and Safety legislation and requirements • Vocational or other qualifications in relevant area(s) of work	App App App App App
Experience			
• Site management including security systems and procedures • Managing a team including monitoring of work standards • Managing external contractors • COSHH management • Experience of working with contractors • General repairs and upkeep as well as pre-planned maintenance • Experience in a wide range of disciplines relevant to the post • Experience in obtaining best value for money for premises work • Commercial level experience of minor maintenance including plumbing and joinery	App/Int App/Int App/Int App/Int App/Int App/Int App/Int App/Int App/Int	• Experience of school site management • Experience of improving the productivity of site management and carrying out pre-planned maintenance programmes • Delivering health and safety training to staff	App/Int App/Int App/Int
Knowledge and skills			
• Knowledge of relevant H&S policies, codes of practice and legislation, including risk assessments, COSHH, manual handling procedures and precautions • Knowledge and understanding of appropriate cleaning methods and standards • Knowledge of fire safety legislation and systems	App/Int App/Int App/Int	• Ordering of materials and stock control • Knowledge of using electronic reporting systems for repairs and services • Writing and reviewing risk assessments • Ability to show initiative and plan and develop systems • Knowledge of safeguarding / child protection requirements	App/Int App/Int App/Int App/Int App/Int

• Knowledge of security systems • ICT competence, with the ability to effectively use email, online calendars, and digital systems to manage daily tasks, scheduling, and communication • Ability to carry out site inspections, health and safety checks and maintain records • Ability to use a range of basic tools, machinery and equipment to carry out general repairs • Ability to work at heights • Ability to carry out manual handling including lifting and carrying	App/Int App/Int App/Int App/Int App/Int App/Int		
Special Requirements • Excellent interpersonal skills • A commitment to safeguarding all young people • Ability to relate well to children and adults • Commitment to continued professional development • Commitment to maintaining high standards and expectations • Commitment to the vision, values and aims of the school • Ability to respond to school-based emergencies including security issues out of normal working hours • Ability to use initiative and work flexibly	 App/Int App/Int App/Int App/Int App/Int App/Int App/Int		

Employee Specification Form

These notes should be studied carefully before completing the form overleaf.

List the personal attributes required to fulfil the duties listed in the job description.

They must be:

- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

Essential or Desirable

- Essential

Those requirements without which a candidate would be simply unable to do the job.
Any candidate who does not meet the essential requirements must be rejected.
Examples could be the possession of current driving licence or relevant qualification.

- Desirable

Those requirements which are desirable, but not essential.
A candidate should not be rejected for failing to meet any single desirable requirement.
Examples for certain jobs could be local government experience or knowledge of new technology.

Personal Attributes

- Qualifications

What qualifications, if any, should the postholder possess? To what level

- Experience

What experience, if any, is relevant?

- Knowledge and Skills

Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?

Do not list attributes which cannot be measured, eg “pleasant personality”, “flexible outlook”. Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).
Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.

- Special Requirements

Are there any conditions of service which differ from the norm and with which the postholder must comply? eg live-in requirements, flexible working hours, weekend working.

Stage Identified

Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc