

Person Specification - Premises Officer

ESSENTIAL	DESIRABLE	Where tested; A - Application I + Ac = Interview and/or activities R = References
QUALIFICATIONS		
Good communication skills, written and verbal.		A
NVQ level 2 or equivalent in numeracy and literacy.		A
Valid UK Driving Licence		A
ESSENTIAL	DESIRABLE	Where tested; A - Application I + Ac = Interview and/or activities R = References
EXPERIENCE		
Be proficient in one area of maintenance, e.g. plumber, electrician and decorating or previous experience in a caretaking/premises officer role including repairs and maintenance of school or community building		A R
	Working within a school setting.	A R
	Liaising with external contractors including negotiating prices for small works.	A I+Ac
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KNOWLEDGE AND UNDERSTANDING		
Ability to alert senior staff to unsafe practices.	Understanding of the context in which the schools are working.	A I+Ac
An ability to undertake risk assessments in relation to premises function.	Ability to understand and apply school policies related to the post including those that relate to pupil contact.	A I+Ac
Knowledge of Health & Safety issues relevant to the post including legislation and COSHH.		A I+Ac
An understanding of security issues.		A
Ability to use and operate small electrical equipment and machinery connected with cleaning duties.		A & I
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SKILLS AND ATTRIBUTES AND PERSONAL QUALITIES		
Interpersonal – build and maintain effective working relationships with different teams; lead, manage and develop others; be sensitive, tactful and diplomatic as circumstances demand	Ability to negotiate desired outcomes, e.g. prices, deadlines.	A I+Ac
Ability to relate well to staff, governors and pupils and to be assertive when necessary.		A I+Ac
Ability to work unsupervised and be able to work as a member of a team.		A I+Ac
Ability to maintain accurate records		I
Ability to lead, manage and motivate staff.		A I+Ac
Good organisational skills – ability to complete tasks to deadlines personally or through colleagues.		A I+Ac
Ability to devise and implement changes in premises maintenance programmes and activities when this could be beneficial		A I+Ac
An ability to undertake a range of general maintenance tasks and cleaning duties and to undertake more specialised maintenance work requiring the possession of an appropriate qualification (eg City & Guilds, NVQ) and/or skills (eg plumber, electrician, painter and decorator, builder		A I+Ac
Ability to undertake a range of basic repairs and maintenance tasks related to equipment and materials etc.		I+Ac
Self motivated.		A I+Ac
Recognises when it is necessary to make adjustments to planned activities in order to ensure efficiency within agreed policies of the school		A I+Ac
Willingness to undertake personal development and training.		A I+Ac
Ability to work as part of a team.		A I+Ac
Able to work within general defined guidelines, but may be required to use judgement/discretion in dealing with routine matters for which there is not a readily available precedent		A I+Ac
Flexible – prepared to work some hours outside normal working hours.		A I+Ac
ICT – a working knowledge of information technology applications.	Eager to learn new IT software	A I+Ac
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General Circumstances		

Attendance - evidence of regular attendance at work		A R Medical Questionnaire
Commitment to be less wasteful and more resourceful		A I
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations		A I+Ac
Work demands will vary throughout the year, but post holders must be prepared to work to very tight deadlines at various times.		A I+Ac
Factors not already covered		
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.		Medical questionnaire