



Person Specification for School Premises Officer - Level 3

	Essential	Desirable	Source A application I interview R references C Certificates
<u>Qualifications and Training</u>			
Relevant Level 3 qualification or equivalent experience.	✓		A
Clean Driving Licence		✓	A
Recognised training/qualifications associated with premises management		✓	A/C
Qualified Trade e.g. Plumbing/electrics/joinery		✓	A/C
Level 2 qualification or equivalent in Maths and English.		✓	A/C
Training in the use of mechanical/electrical tools		✓	A/C/I
<u>Experience</u>			
The experience and knowledge of health and safety, health & hygiene procedures, moving and handling, COSHH, Legionella, knowledge of the Code of Safe Working Practice (COSWP) & Fire Risk management and compliance.	✓		A/I/C



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Supporting the delivery of fire evacuation processes.	✓		A/I
Managing contractual working arrangement with external providers e.g. deliveries	✓		A/I
Be able to demonstrate experience of caretaking/site keeping in a multi school (site) or similar environment		✓	A/I
Supervise and monitor the cleanliness of the school premises, liaising with the cleaning manager and the Department of Neighbourhood Services	✓		A/I
Ability to communicate with children and adults.	✓		A/I/R
Experience of leading/managing others.	✓		A/I/R
Experience of Energy management		✓	A/I
Experience of managing stock and replenishing it.	✓		A/I
Making the premises safe and secure	✓		A/I
Understand safeguarding procedures and how these are implemented.	✓		A/I/R
Managing/developing and implementing the security of a school building, key holding procedures	✓		A/I
Support the asset management process in school		✓	A/I/C



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<u>Skills</u>			
Excellent communication skills with contractors and other parties.	✓		A/I
Effectively implement new ideas and methods to adapt working practices		✓	A/I
Sound planning and preparation skills	✓		A/I
Be able to undertake repairs required around school, i.e. minor plumbing, changing light bulbs, re-decorating and fixing, etc.	✓		A/I
To manage and delegate workloads in line with the requirement of the school	✓		A/I
<u>Administration</u>			
Stock control	✓		A/I
Excellent record keeping	✓		A/I
To demonstrate excellent organisational skills	✓		A/I/R
To be aware of the financial rules and regulations of schools.		✓	A/I
<u>Personal Attributes</u>			
Honest, reliable, punctual, demonstrate a high level of integrity	✓		A/I/R
Be positive and enthusiastic	✓		A/I



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Be able to work as an individual and as part of a team	✓		A/I
Build positive relationships with colleagues and pupils	✓		A/I/R
Flexible	✓		A/I
Commitment to equal opportunities	✓		A/I
Have a warm and friendly manner	✓		A/I/R
Understand and support the mission statement of our school	✓		A/I