

## Premises Officer

<b>Education and Training</b>			
<b>Essential Criteria</b>		<b>Desirable Criteria</b>	
<p>Knowledge of the operation of heating, ventilation systems and common causes of malfunctions</p> <p>Understanding and ability to apply regulations such as Health &amp; Safety, Fire, Manual Handling, and Asbestos)</p>		<p>Qualification in premises/or facilities management/or equivalent</p> <p>Relevant Health and Safety qualifications and/or willingness to undergo training as required</p> <p>Basic training in one or more of the following; plumbing, general and grounds maintenance, electrical/building maintenance, heating systems (or sound experience of same).</p>	
Basic Literacy and Numeracy qualifications			
<b>Achievements and Experience</b>			
<b>Essential Criteria</b>		<b>Desirable Criteria</b>	
Considerable DIY experience and some experience of undertaking responsibility for the care and maintenance of premises		Experience working in a school environment	
An appreciation, understanding and sympathy for pupils who exhibit a range of special needs and how they can be best supported by all staff in the community of the school		Experience in building industry	
Able to demonstrate a range of practical skills to undertake a variety of maintenance and repair tasks across the site to include minor carpentry, plumbing and decorating and others, as required			
Experience in accepting a range of responsibilities and carry them out efficiently and effectively and when necessary with a minimum of support and guidance			
An understanding and commitment to the equal opportunities			
Experience in summarising and recording information in a way that can be readily understood by others			
<b>Skills &amp; Abilities</b>			

<b>Essential Criteria</b>		<b>Desirable Criteria</b>	
Able to develop and sustain positive relationships with colleagues in a team to include pupils, teaching and non-teaching staff, parents, Governors and visitors.			
Ability to work on own initiative and demonstrate the ability to make decisions			
A 'Can do' attitude			
Demonstrate an ability to think and act confidently when under pressure and be resourceful, flexible and responsive when faced with a wide range of demands.			
An understanding of the needs of vulnerable people.			
Ability to work effectively as part of a team			
Be able to organise personal workload, prioritise and contribute to the effective operation of the site			