**Premises Officer**

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| **Education and Training** | | | |
| **Essential Criteria** | | **Desirable Criteria** | |
| Knowledge of the operation of heating, ventilation systems and common causes of malfunctions  Basic training in one or more of the following; plumbing, general and grounds maintenance, electrical/building maintenance, heating systems (or sound experience of same).  Understanding and ability to apply regulations such as Health & Safety, Fire, Manual  Handling, Asbestos & Legionella) |  | Qualification in premises/or facilities management/or equivalent  Relevant Health and Safety qualifications and/or willingness to undergo training as required |  |
| Basic Literacy and Numeracy qualifications |  |  |  |
| **Achievements and Experience** | | | |
| **Essential Criteria** | | **Desirable Criteria** | |
| 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 |  |
| Must be a driver and prepared to complete training and test for driving school mini-buses. |  |  |  |
| 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 |  |  |  |
| **Skills & Abilities** | | | |
| **Essential Criteria** | | **Desirable Criteria** | |
| 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 |  |  |  |