**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, ManualHandling, 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 andsome 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 |  |  |  |