

**PERSON SPECIFICATION – PREMISES OFFICER – THE ALTON SCHOOL**

ATTRIBUTES	DESIRABLE		HOW IDENTIFIED
Qualifications & Professional or Vocational Training	<ul style="list-style-type: none"> <li>• English and Maths GCSE grade A-C, or equivalent</li> <li>• Basic/intermediate Health and Safety Certificate</li> <li>• Manual Handling Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Certificate</li> </ul>	Application Form
Relevant experience and knowledge	<ul style="list-style-type: none"> <li>• Experience in building maintenance</li> <li>• Experience in site maintenance</li> <li>• Experience of working to standards and procedures with minimum supervision.</li> <li>• Experience of contributing effectively to a team</li> </ul>	<ul style="list-style-type: none"> <li>• Caretaking/premises officer experience within a school setting</li> <li>• Knowledge of COSHH Regulations</li> </ul>	Application Form Interview
Skills and Abilities	<ul style="list-style-type: none"> <li>• Able to recognise and handle various cleaning materials and substances in a safe manner. (COSHH)</li> <li>• Able to communicate effectively with people at all levels.</li> <li>• Able to deal professionally with staff, parents and external organisations.</li> <li>• Able to understand the need for and maintain confidentiality.</li> <li>• Have an organised approach to prioritise work and successfully manage time.</li> <li>• Able to deal/negotiate with maintenance/service contractors/suppliers</li> <li>• Is literate and able to complete necessary forms and paperwork correctly and in a timely manner.</li> <li>• Able to follow school's financial procedures in regards to premises budgets.</li> </ul>		Application Form Interview
Personal Qualities	<ul style="list-style-type: none"> <li>• Punctual, reliable, flexible and trustworthy</li> <li>• Keen to provide a high quality service</li> <li>• Takes pride in personal work undertaken</li> <li>• Takes pride in the school environment and upkeep</li> <li>• Willing to contribute to the corporate life of the school</li> </ul>		Interview
Equal Opportunities	<ul style="list-style-type: none"> <li>• A commitment to the school's equal opportunities policy</li> <li>• A commitment to the school's Safeguarding Policies and Procedures</li> </ul>		Interview