

Wandsworth Federation of Maintained Nursery Schools PERSONAL SPECIFICATION – Senior Premises Officer

| KNOWLEDGE AND QUALIFICATIONS | Essential (E) or Desirable (D) |
|---|---------------------------------------|
| Training in one or more of the following; plumbing, general and ground maintenance, electrical/building maintenance, heating systems (or sound experience of same). | D |
| ONC, OND, Ordinary City & Guilds or equivalent qualifications in relevant areas, recognised time served in building trade or apprenticeship or appropriate experience or Level 3 equivalent | D |
| Knowledge of Health and Safety regulations in relation to the post | E |
| Knowledge of the operation of heating, ventilating systems and common causes of malfunctions | D |
| Knowledge of maintenance and security systems and procedures | E |
| Knowledge and understanding of appropriate cleaning methods and standards | D |
| Good level of numeracy and literacy | E |
| Knowledge of the organisation and administration, aims and objectives of the school. | E |
| Knowledge of energy conservation measures | D |

| EXPERIENCE | |
|---|----------|
| Considerable DIY experience at the level of minor maintenance. | E |
| Experience of overseeing other works ie contractors, cleaners etc, | D |
| Experience of administrative tasks and record keeping for example risk assessments, COSHH | E |
| Experience of undertaking responsibility for the care and maintenance of premises. | E |
| Considerable relevant experience in a school environment. | E |
| Experience in building industry | D |

| SKILLS, APTITUDES, COMPETENCIES | |
|---|----------|
| Ability to organise one's own tasks and work independently to set timescales and agreed targets | E |
| Skills in plumbing, electrical work, carpentry/joinery and painting to basic competent DIY standard | D |
| Ability for some heavy lifting, physical fitness appropriate to tasks required | E |
| Ability to monitor and report on structural faults/repairs | E |
| Ability to use Microsoft Office applications and email | E |
| Ability to monitor and order stocks of materials | E |
| Ability to deal with occasional emergencies occurring outside normal working hours following appropriate procedures | E |
| Organisational skills | E |
| Ability to undertake Legionella water testing | D |
| Ability to drive, having own transport | E |
| Ability to undertake annual testing of electrical equipment | D |

