

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	D
Knowledge of the operation of heating, ventilating systems and common causes of malfunctions	D
Knowledge of maintenance and security systems and procedures	D
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.	D
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.	D
Considerable relevant experience in a school environment.	D
Experience in building industry	D

SKILLS, APTITUDES, COMPETENCIES	E
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	E
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	D
Ability to undertake annual testing of electrical equipment	D

