



## PERSON SPECIFICATION

### *Lead Premises Officer*

Factor	Essential	Desirable	Method of assessment
Be passionate about learning and wanting our school to provide the best possible learning experiences for all of our pupils, this includes supporting the provision of OUTSTANDING learning across our school.			
<b>Safeguarding children</b>			
Committed to ensuring all pupils in our school are kept safe	✓		<b>Application form Interview</b>
Enhanced DBS check	✓		<b>Recruitment checks</b>
<b>Equal opportunities</b>			
Committed to ensuring that all members of our school community can achieve excellence	✓		<b>Application form Interview</b>
<b>Qualification and experience</b>			
Recognised qualification in Health & Safety		✓	<b>Application form</b>
Recognised qualification in buildings/facilities management		✓	<b>Application form</b>
Experience of working in a school or similar setting	✓		<b>Application form</b>
Level 2 or above English & Maths	✓		<b>Application form</b>
Good written and oral communication skills	✓		<b>Application form, Interview and Task</b>
Previous management experience of leading a maintenance team.	✓		<b>Application form and Interview and Task</b>
Experience of managing budgets and procurement		✓	<b>Application form and Interview</b>
<b>Professional knowledge and understanding</b>			
To understand and apply regulations such as health and safety, manual handling etc.	✓		<b>Application form, Interview and Task</b>
To understand the needs of a school in terms of its premises and facilities and budgetary constraints		✓	<b>Interview</b>

<b>Factor</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
To understand the need to form and maintain appropriate relationships and personal boundaries with pupils.	✓		<b>Interview</b>
<b>Leadership and Management Skills</b>			
Ability to prioritise, plan, organise and manage work life balance	✓		<b>Interview</b>
Ability to work as an effective team leader, understanding the strengths and development points of others to help team development, particularly across two sites.	✓		<b>Interview</b>
Excellent time management and organisational skills	✓		<b>Interview and task</b>
Ability to contribute to wider school administration and initiatives		✓	<b>Interview</b>
<b>Communication</b>			
Excellent interpersonal, presentation and communication skills, both written and spoken		✓	<b>Application and Interview</b>
Able to communicate effectively with a wide range of people including governors, staff, parents, pupils, local authority officers, external organisations and the local community.	✓		<b>Interview</b>
<b>Other skills and behaviours</b>			
Ability to stay calm	✓		<b>Application and Interview</b>
Empathy with pupils and sympathetic to their needs	✓		<b>Application and Interview</b>
Professionally discrete and able to respect confidentiality.	✓		<b>Application and Interview</b>
IT Literate	✓		<b>Application and Interview</b>
Ability to operate electrical/mechanical systems		✓	<b>Application and Interview</b>
To follow instruction and procedures in order to work safely and efficiently, and deliver instructions to those being line managed.	✓		<b>Application and Interview</b>

<b>Factor</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
To have a flexible approach to duties that may fall outside of core hours depending on the needs of the school.	✓		<b>Application and Interview</b>
To be reliable and organised in approaches to work.	✓		<b>Application and Interview</b>
To be able to prioritise and delegate a varied workload	✓		<b>Application and Interview</b>
Ability to review procedures, identify opportunities for economical improvement and to implement necessary changes.		✓	<b>Application and Interview</b>
<b>Personal and Professional Qualities and Attributes</b>			
Ability to inspire, challenge, motivate and empower the school community to carry forward a shared vision.	✓		<b>Application and Interview</b>
Build and maintain effective relationships.	✓		<b>Application and Interview</b>
Think strategically, create, maintain and share a coherent school vision		✓	<b>Application and Interview</b>
Manage change, conflict and empower individuals and teams		✓	<b>Application and Interview</b>
Listen to, and reflect on, feedback from others including colleagues and governors	✓		<b>Application and Interview</b>
Think creatively to anticipate and solve problems	✓		<b>Application and Interview</b>
Set and achieve ambitious, challenging goals and targets.	✓		<b>Application and Interview</b>
<b>Developing self</b>			
Commitment to own improvement through professional development / further study	✓		<b>Application form Interview</b>