**Woodchurch High School**  Employee Specification Form M23

Person Specification for the post of **Premises Officer**

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| **Personal Attributes** | | | | | |
|  | **Essential** | | | **Desirable** | |
|  | **Attribute** | **Stage Identified** | **Attribute** | | **Stage Identified** |
| **Qualifications** | * NVQ or equivalent or experience in relevant discipline. * Health & Safety at Work Codes of Practice. | A/L  A/L | * Other relevant qualification * Manual Trade qualification | | A/L/I  A/L/I  A/L/I |
| **Experience** | * Experience of premises maintenance and /or buildings maintenance/security. * Experience of DIY Maintenance duties/tasks * Experience of working in a similar environment. * Use of ICT. | A/L/  A/L/  A/L/R  A/LI | * Experience of operating Building Management Systems. * Experience of PAT Testing * Knowledge of security and school site standards and maintenance. | | A/L  A/L  A/L |
| **Knowledge and Skills** | * Health & Safety Codes of Practice for safe site management, fire prevention. * Working knowledge of policies/codes of practice and awareness of relevant legislation. * Demonstrating initiative, excellent teamwork and communications * Ability to organise, lead and motivate own self and colleagues | A/L  A/L  A/L  A/L  A/L | * Compliance regulations working in a public building | | A/L |
| **Working with Others** | * Understand the role of others working in and with the school. * Ability to establish rapport and respectful and trusting relationships with others. | A/L  A/L | * Experience of working with partners/stakeholders developing relationships | | A/I/L |
| **Responsibilities / Skills and Abilities** | * Excellent organisational/time management skills * Good ICT Skills * Ability to remain calm under pressure. * Ability to manage own time effectively. * Demonstrate ability to resolve complex problems independently. * Ability to work effectively with minimum supervision. * Liaise and communicate confidently and effectively to give and provide information and receive and give instructions. * Ability to prioritise and manage conflicting work-loads and achieve deadlines * Maintain a professional relationship with staff and students, maintaining confidentiality and discretion at all times. * To have excellent communication skills * To be calm under pressure and to seek appropriate solutions. * To respond quickly and effectively to emergencies or disruptions. | A/L  A/L  A/L  A/L  A/L  A/L  A/L  A/L  A/L  A/L  A/L  A/L  A/L  A/L | * Excellent Time Management Skills. | | A/I/L |
| **Special Requirements** | * Work constructively as part of a team, understanding school rules and responsibilities and your own position within these * Flexible working hours * Ability to empathise with pupils, parents and colleagues | A/L  A/L/I | * Evidence of recent professional development | | A/L/ |

KEY: A=APPLICATION, L=LETTER, I=INTERVIEW, R=REFERENCE