



## Person specification – Premises Officer

	Essential	Desirable
<b>Experience</b>		
Managing site services in a school or similar establishment		✓
Building or site maintenance		✓
Commissioning contractors, monitoring performance and addressing any issues arising.		✓
Risk assessment and management		✓
Identifying future spending needs and options for investment		✓
<b>Skills and knowledge</b>		
High quality practical maintenance skills	✓	
Excellent organisational skills	✓	
Electrical and/or plumbing skills		✓
<b>Abilities</b>		
Ability to learn new tasks and take on new responsibilities	✓	
Ability to prepare and manage a schedule of tasks	✓	
Ability to communicate with staff at all levels and to interact in a positive way with primary age children	✓	
Ability to manage own workload effectively	✓	
Flexibility and the ability to respond effectively to circumstances	✓	
Ability to maintain confidentiality at all times	✓	

Knowledge and qualifications		
Knowledge of Health & Safety Legislation (including fire safety) and other relevant legislation		✓
Electrical and/or plumbing qualifications		✓
Good written English	✓	
English and Maths GCSEs at Grade C (or equivalent)		✓

March 2025