



PERSON SPECIFICATION Premises Officer

A Person Specification defines the required qualifications, knowledge, skills, and qualities of the staff sought by Minster Trust for Education (MITRE) Trustees in the recruitment and selection process – these are referred to as essential in the table below.

All members of staff employed by the Minster Trust for Education support and promote the school's aims:

1. To create an atmosphere of caring and purpose derived from commitment to moral and religious principles;
2. To engender a lifelong love of learning;
3. To encourage each child to strive for his or her best in intellectual, physical and spiritual growth;
4. To help each child to develop relationships with others which are founded on mutual respect and the pursuit of lasting happiness;
5. To encourage and develop leadership and active citizenship within the school and wider community which fosters a sense of dignity, vocation and purpose for every individual;
6. To develop and maintain excellence in teaching and learning.

*Note: when completing your application form please have regard to how each of the **essential** elements of the person specification will be assessed (refer to evidence key at the end of this document). In particular, please ensure that you provide **written** evidence of how you meet the specification for those noted as **W**.*

Attributes & Requirements

| | Essential | Desirable |
|---------------------------------|--|--|
| Education & Training | <ul style="list-style-type: none">• A good level of general education (W, D) | <ul style="list-style-type: none">• Educated to GCSE standard (W, D)• Full Driving Licence (W, D) |
| Experience and Skills | <ul style="list-style-type: none">• Previous experience in a similar profession (W, I)• Proactive attitude to seek out maintenance issues and deal with them promptly (W, I)• Meticulous in regard to premises & site security and the ability to make secure emergency repairs (W, I) | <ul style="list-style-type: none">• Qualified in a trade discipline such as plumbing, electrical, decorating etc. (W, D, I)• Experience of working in an education environment (W, I) |



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|-------------------------|---|--|
| | <ul style="list-style-type: none">• A positive and resourceful approach to problem solving (W, I)• Ability to prioritise tasks, manage time effectively and meet deadlines (W, I)• Excellent time keeping (for opening site and shift changes) (W, I)• Health and Safety awareness (W, I, D)• Ability to keep detailed records to ensure smooth handover (W, I)• Willingness to undertake First Aid at Work training (I)• Good interpersonal and communication skills to work effectively with staff, pupils, parents, governors and outside agencies (I)• To understand customer needs and provide a high standard of customer service (I)• Ability to work on own initiative and within a team (I)• Able to work additional hours and outside of normal working hours on a rota basis to cover lettings, callouts and standby cover (I)• Flexible approach to working hours for normal working hours, evening hours and weekend work to cover for sickness, holidays, poor weather and busy periods (I)• A good working knowledge of IT programs such as Microsoft Outlook to respond to emails and help desk (W, I) | |
| Other Conditions | <ul style="list-style-type: none">• Able to fulfil all aspects of the job description. (I)• Set a good example of professional standards and abide by our Code of Conduct. (I) | |



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|---|--|--|
| | <ul style="list-style-type: none">• Must satisfy relevant pre-employment checks. (D)• This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced DBS check. (D) | |
| Equal Opportunities & Safeguarding | <ul style="list-style-type: none">• Commitment to equal opportunities. (I)• Commitment to safeguarding students with full adherence to child protection and safeguarding policy and staff codes of conduct. (I)• Must be able to recognise discrimination in its many forms and be willing to put equality policies into practice. (I) | |

Evidence key: Written Application (W), Documentary evidence (D), Interview/assessment (I)

Note: Where the requirements are 'Essential' and marked as evidenced by your written application (W) – if your written application does not state how you meet the essential criteria, you will not be shortlisted.

July 2022