**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/LA/L | * Other relevant qualification
* Manual Trade qualification
 | A/L/IA/L/IA/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/RA/LI | * Experience of operating Building Management Systems.
* Experience of PAT Testing
* Knowledge of security and school site standards and maintenance.
 | A/LA/LA/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/LA/LA/LA/LA/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/LA/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/LA/LA/LA/LA/LA/LA/LA/LA/LA/LA/LA/LA/LA/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/LA/L/I | * Evidence of recent professional development
 | A/L/ |

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