



**St Peter's Church of England (Aided) Primary School
Person Specification**

Job Title: Premises Officer

Grade: 7

	Essential	Desirable	How assessed
<u>Qualifications</u>			
Good level of literacy and numeracy.	✓		App/Doc
NVQ level 2 or equivalent in numeracy and literacy.		✓	
<u>Experience</u>			
Craft skills, e.g. plumber, electrician and decorating or previous experience in a caretaking role including repairs and maintenance.		✓	App/Ref
Working within a school setting.		✓	
Liaising with external contractors including negotiating prices for small jobs.		✓	
<u>Knowledge</u>			
Ability to alert senior staff to unsafe practices.	✓		
Understanding of the context in which the schools are working.		✓	
An ability to undertake risk assessments in relation to premises function.	✓		
Knowledge of Health & Safety issues relevant to the post including legislation and COSHH.		✓	
An understanding of Health & Safety and security issues.	✓		
A knowledge of good security practices.		✓	
Ability to understand and apply school policies related to the post including those that relate to pupil contact.	✓		

	Essential	Desirable	How assessed
<u>Skills/Attributes</u>			
Good communication and interpersonal skills.	✓		
Ability to relate well to staff, governors and pupils and to be assertive when necessary.		✓	
Ability to maintain accurate records	✓		
Good organisational skills – ability to complete tasks to deadlines personally or through colleagues.	✓		
Ability to negotiate desired outcomes (e.g. prices, deadlines).		✓	
Ability to use range of tools/cleaning equipment relevant to post.	✓		
Ability to undertake a range of basic repairs and maintenance tasks related to equipment and materials etc used in design classrooms.	✓		
Self-motivated.	✓		
Ability to work with minimum supervision.	✓		
Willingness to undertake personal development and training.	✓		
Ability to work as part of a team.	✓		
Flexible – prepared to work some hours outside normal working hours.	✓		
<u>General Circumstances</u>			
Attendance - evidence of regular attendance at work	✓		App/Ref/ Med
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓		

	Essential	Desirable	How assessed
<p><u>Factors not already covered</u></p> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.</p>	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)