



**PERSON SPECIFICATION
PREMISES OFFICER**

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Clean Driving Licence 	<ul style="list-style-type: none"> • Building / maintenance certificates eg. City & Guilds, NVQs, Cleaning Science Certificate, ie. C&G 764 or proven past record experience
Experience	<ul style="list-style-type: none"> • Maintenance • DIY • Cleaning 	<ul style="list-style-type: none"> • Caretaking • Health and Safety Regulations • Running / setting up Property Management systems • Supervision • Building Trade Experience
Competencies	<ul style="list-style-type: none"> • Practical maintenance and DIY • Dealing / negotiating with maintenance / service contractors / suppliers • Organisational abilities 	<ul style="list-style-type: none"> • Preparation of specs for building works • Organising "works"
Personal Qualities	<ul style="list-style-type: none"> • Loyalty, good timekeeper • Reliable, trustworthy • Able to use initiative • Interest in caring for school, pupils and staff • Team play • Willing to contribute to the corporate life of the school 	
Motivation & Expectations	<ul style="list-style-type: none"> • To be part of the school community • Willing to learn and be adaptable to new working practices and methods 	<ul style="list-style-type: none"> • Wish to make a career out of this type of work
Overall Presentation	<ul style="list-style-type: none"> • Professional attitude and appearance • Good communicator • Caring • Cheerful 	