

St Joseph the Worker Catholic School

Person Specification – Premises Officer

Criteria	Essential	Desirable	Assessed
Qualifications	Clean Driving License		Application Form
		Recognised training/qualifications associated with premises management	Application/certificates
		Qualified Trade e.g. Plumbing/electrics/joinery	Application/certificates
		Training of the use of mechanical/electrical tools	Application/certificates
Experience	The experience/ability to understand and apply regulations such as health and safety, manual handling, COSHH, Legionella & Fire Risk to support the schools drive to Health and Safety compliance.		Application/Interview
	Monitor and recording of statutory safety checks of all school equipment.		Application/Interview
	Supporting the delivery of fire evacuation processes.		Application/Interview
	Managing fire Safety Equipment		Application/Interview
		The experience/ability to undertake risk assessments	Application/Interview
		Staff Management experience	Application/Interview
	Managing contractual working arrangement with external providers e.g. SLA delivery		Application/Interview
		Experience of Energy management	Application/Interview
Skills	Excellent communication skills at all levels		Application/Interview
	Excellent literacy/numeracy skills		Application/Interview
	Good IT skills		Application/Interview
	Sound planning and preparation skills		Application/Interview
		The skill to attain, analyse and present data.	Application/Interview
	To manage and delegate workloads in line with the requirement of the school e.g. Porteridge, logistics, minor repairs etc		Application/Interview
Administration		To be aware of the financial rules and regulations of schools.	Application/Interview
	Excellent record keeping		Application/Interview
	To demonstrate excellent organisational skills		Application/Interview
Personal Attributes	Honest, reliable, punctual, demonstrate a high level of integrity		Application/Interview
	Be positive and enthusiastic		Application/Interview
	Build positive relationships with colleagues and pupils		Application/Interview
	Flexible		Application/Interview
	Commitment to equal opportunities		Application/Interview
	Understand and support the mission statement of our school		Application/Interview