



Premises Officer

Person Specification

	Essential	Desirable
Knowledge and qualifications	Full UK Driving Licence. Understanding of Health and Safety legislation/Regulations and other relevant codes of practice as it applies to school premises.	Experience or expertise in DIY. Computer literate with good working knowledge of ICT including using the internet and Microsoft Office suite. Relevant qualification or training First Aid and/or Health and Safety.
Skills and abilities	Practical skills necessary to undertake general buildings maintenance, minor repairs, grounds maintenance and portorage duties. Ability to maintain records to a high standard. Good organisational skills. Ability to prioritise, plan, schedule and meet deadlines. To uphold the ethos of our school.	Specialist skills in an area of premises management.
Physical requirements	Fit and able to carry out the duties required by this post. Ability to work at height with the appropriate equipment. Manual handling.	
Safeguarding	An understanding of and a commitment to following all safeguarding procedures in school.	