



Premises Officer (Relief)

Person Specification

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