

Personnel Specification

Job Title:	Assistant Premises Officer
Salary:	Grade 5
Post Name:	Assistant Premises Officer

ESSENTIAL	DESIRABLE
<p>QUALIFICATIONS & EXPERIENCE</p> <p>Good communication skills, written and verbal.</p> <p>Good level of numeracy skills</p>	<p>QUALIFICATIONS & EXPERIENCE</p>
<p>EXPERIENCE</p>	<p>EXPERIENCE</p> <p>Craft skills, e.g. plumber, electrician and decorating or previous experience in a caretaking role including repairs and maintenance.</p> <p>Working within a school setting.</p>
<p>KNOWLEDGE</p> <p>Ability to alert senior staff to unsafe practices</p> <p>An understanding of Health & Safety and security issues.</p> <p>Ability to understand and apply school policies related to the post including those that relate to pupil contact.</p>	<p>KNOWLEDGE</p> <p>Understanding of the context in which the school is working.</p> <p>Knowledge of Health & Safety issues relevant to the post including legislation and COSHH.</p> <p>Knowledge of good security practices.</p>
<p>SKILLS AND ATTRIBUTES</p> <p>Good communication and interpersonal skills.</p> <p>Ability to work unsupervised and be able to work as a member of a team.</p>	<p>SKILLS AND ATTRIBUTES</p>

<p>Ability to maintain accurate records.</p> <p>Good organisational skills – ability to complete tasks to deadlines personally or through colleagues.</p> <p>Ability to use range of tools/cleaning equipment relevant to post.</p> <p>Ability to undertake a range of basic repairs and maintenance tasks related to equipment and materials etc used in design classrooms.</p> <p>Ability to relate well to staff, governors and pupils.</p> <p>Self motivated.</p> <p>Willingness to undertake personal development and training.</p> <p>Flexible – prepared to work some hours to cover absent colleagues.</p>	
<p>GENERAL CIRCUMSTANCE Attendance - evidence of regular attendance at work</p> <p>An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations</p> <p>Ability to prioritise own workload and work on own initiative.</p> <p>Possess good organisational skills.</p> <p>Ability to deal with members of the public and outside organisations.</p> <p>Good sense of humour</p> <p>Ability to work under pressure and to deadlines.</p> <p>Willingness to undertake further training as required.</p> <p>Calm nature and ability to stay calm in difficult situations.</p> <p>Willingness to work with young people.</p>	<p>GENERAL CIRCUMSTANCE</p> <p>PERSONAL QUALITIES Able to give examples of good practice regarding organisational skills and using own initiative.</p>

Trustworthy and honest.

A proven good attendance record.

Available for duties out of normal working hours occasionally.

Smart appearance and to adhere to the dress code policy.