

# Premises Officer – Person Specification

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	Essential	Desirable
<b>Education and Qualifications</b>		
No specific education or qualifications required		
<b>Experience</b>		
Experience of working as part of a team	✓	
Experience of working in facilities management		✓
Experience of maintaining buildings		✓
Experience of working within safe practice		✓
Experience of working in shift patterns		✓
<b>Knowledge and Understanding</b>		
An understanding of maintaining security in a public building		✓
Knowledge and understanding of health and safety legislation		✓
Knowledge of day to day operation of a public building		✓
<b>Skills and Attributes</b>		
Proactive and flexible approach with a commitment to delivering excellent service	✓	
Effective communication skills	✓	
Possess a can-do approach and effective problem solving skills	✓	
The ability to prioritise tasks appropriately	✓	
The ability to work as part of a team	✓	
Ability to work under pressure and to tight deadlines	✓	
Ability to work under own initiative	✓	
Practical building maintenance skills	✓	
<b>Personal Qualities</b>		
Takes pride in own work and encourages others to do same	✓	
To be able to display total honesty, integrity and reliability	✓	
<b>Other</b>		
Able and willing to work flexible hours and attend call outs	✓	
Ability to maintain confidentiality on all school matters	✓	