

St Lawrence CE Primary School
PREMISES OFFICER PERSONAL SPECIFICATION

Qualifications and Experience

- Experience or skills in a trade
- Competency in basic building repairs and maintenance
- The ability to operate and understand electrical/mechanical systems
- To be able to use small industrial, electrical and mechanical equipment
- The ability to understand and apply regulations such as health & safety, manual handling, COSHH, Legionella etc
- Ability to manage risk appropriately and carry out risk assessments
- Computer literate with some knowledge of ICT including use of Microsoft Office.

Ability, Skills, Knowledge

- Good observational and communication skills
- Sound numeracy, literacy and ICT skills
- Ability to gather information and problem solve
- Willingness to attend training and learn new skills
- Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment
- Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests
- Ability to demonstrate initiative and adapt to changing circumstances
- Ability to monitor the work of others e.g. cleaning staff
- Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school
- Ability to work as part of a team and individually as required
- Ability to form and maintain appropriate relationships and boundaries with children and adults.
- Ability to adhere to the school's policies and procedures, including the safeguarding policy, child protection policy, equal opportunities policy and all health & safety related policies.
- Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely