



Person Specification

School: Gartree High School
Job Title: Assistant Premises Officer
Grade: Grade 6 points 12 to 15

	Essential	Desirable	How assessed
<u>Qualifications</u>			
Good level of literacy and numeracy. NVQ level 2 or equivalent in numeracy and literacy.	✓	✓	App/Doc
<u>Experience</u>			
Evidence of administrative skills		✓	App/Ref
Working within a school setting.		✓	
Liaising with external contractors including negotiating prices for small jobs.		✓	
<u>Knowledge</u>			
Ability to alert senior staff to unsafe practices.	✓		
Knowledge of Health & Safety issues relevant to the post including legislation and COSHH.		✓	
An understanding of Health & Safety and security issues.	✓		
A knowledge of good security practices.		✓	
Ability to understand and apply school policies related to the post including those that relate to student contact.	✓		
<u>Skills/Attributes</u>			
Proactive	✓		
Good communication skills.	✓		

	Essential	Desirable	How assessed
Ability to relate well to staff, governors and students	✓		
Ability to maintain accurate records.	✓		
Ability to use range of tools/cleaning equipment relevant to post.	✓		
Ability to undertake a range of basic repairs and maintenance tasks related to equipment and materials.	✓		
Self-motivated & able to work with minimum supervision.	✓		
Willingness to undertake personal development and training.	✓		
Team Player	✓		
Flexible – prepared to work some hours outside normal working hours and undertake school lettings.	✓		
Must be able to drive with clean driving licence	✓		
Confident use of computer equipment and basic software	✓		
<u>General Circumstances</u> An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓		App/Int
<u>Factors not already covered</u> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)