**SKILLS AND EXPERIENCE REQUIRED**

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| **Area** | **Criteria** |  |
| **Knowledge and Experience** | An understanding of basic health & safety requirements.  Communicate clearly to all sections of the school community verbally and in writing.  Demonstrate knowledge of security methodology for both building and grounds without risk the health and safety of the school community. | Essential  Essential  Essential |
| **Skills** | D.I.Y. skills to undertake day to day repairs and maintenance of building.  Ability to assist in the training and induction of new cleaning and assistant caretaking staff.  Understanding of the principles of health & safety in a school environment including COSHE.  Ability to manage own time effectively and demonstrate initiative including prioritising work.  Ability to adhere to working procedures and policies within the school environment.  Ability to operate as part of a team or individually as required.  Ability to perform the heavy lifting and physical tasks required by the post.  Ability to carry out a range of administrative tasks, including stock taking and ordering.  Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the school. | Essential  Essential  Desirable  Essential  Essential  Essential  Essential  Essential  Essential |
| **Qualifications** | Good literacy & numeracy skills  Good communication skills  Attendance at courses related to  cleaning, caretaking or health & safety | Essential  Essential  Desirable |

*The Premises Officer has responsibility for promoting and safeguarding the welfare of children and young people for whom they are responsible, or with whom they come into contact in the school. It is their responsibility to adhere to and ensure compliance with the school’s Safeguarding and Child Protection Policy at all times. If at any time the Premises Officer identifies any instance that a child or young person is at risk they must report their concerns immediately to the Designated Safety Lead (DSL) or the Headmaster.*

Note: This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the school/college evolve over time and their features vary from year to year.