

PERSON SPECIFICATION – Premises Support & Keyholder

Knowledge and experience	Essential	Desirable
Appropriate qualification/s (certificate/s to be available at interview) and / or significant experience in field	√	
Experience of premises management to support the day to day operation of an establishment	√	
Experience of working with contractors		√
Substantial DIY and / or maintenance experience	√	
Experience of co-ordinating Health & Safety		√
Experience of line-management of staff including a team		√
Experience of working in a school or similar establishment		√
Hold a current, clean and valid driving license (D1 unrestricted)	√	
Current MiDAS certificate or willingness to gain one	√	
Skills knowledge and aptitudes	Essential	Desirable
Ability to build and form good relationships with students, colleagues and other professionals	√	
Ability to work constructively as part of a team, understanding school roles and responsibilities including own	√	
Good verbal and written communication skills appropriate to the need to communicate effectively	√	
Good standard of numeracy and literacy skills	√	
Ability to absorb and understand a wide range of information and deal with confidential issues appropriately	√	
Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as Health & Safety	√	
Working knowledge of heating and ventilation systems		√
Able to lead, develop and motivate a team of staff, delegating duties as required	√	
Working knowledge of putting in place and monitoring regulations/legislation such as Health & Safety and COSHH		√
Working knowledge of maintenance and security systems and procedures		√
Personal qualities	Essential	Desirable
Ability to reach and bend, and to carry out some heavy lifting	√	
Initiative and ability to prioritise one's own work	√	
Able to follow direction and work in collaboration with Line Manager and Leadership Team	√	
Able to work flexibly to meet deadlines and respond to unplanned situations	√	
Efficient and meticulous in organisation	√	
Desire to enhance and develop skills and knowledge through CPD	√	
Able to work evening and weekends and attend out of hours emergencies	√	
Commitment to the highest standards of child protection	√	
Recognition of the importance of personal responsibility for Health & Safety	√	
Commitment to the school's ethos, aims and its whole community	√	