



PERSON SPECIFICATION - PREMISES OFFICER

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> ● A degree or higher qualification relevant to the role
Experience	<ul style="list-style-type: none"> ● Be able to demonstrate experience of premises and facilities management ● Be experienced in working at a senior level in an organisation or education establishment ● Be experienced in line management with proven ability in leading managing and motivating staff ● Have experience of compliance in Health & Safety regulations and risk management ● Experience of involvement in building and improvement planning ● Experience of change management
Skills and knowledge	<ul style="list-style-type: none"> ● Expert knowledge of procurement processes ● Knowledge of Health and Safety practices relating to educational establishments ● Excellent IT skills ● Skills in basic building maintenance ● Outstanding attention to detail ● Excellent communication and interpersonal skills ● Ability to build effective working relationships with staff and other stakeholders ● Ability to prepare and present reports including but not limited to health and safety reports
Personal qualities	<ul style="list-style-type: none"> ● Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils ● Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial stability and reputation of the school ● Demonstrate flexibility and an ability to work under pressure ● Commitment to maintaining confidentiality at all times ● Commitment to safeguarding and equality
Other	<ul style="list-style-type: none"> ● Be fluent in spoken and written Turkish <u>and</u> English ● A full Criminal Records & Prohibition check is required for this post ● Additional safeguarding checks may be required as applicable ● All applicants must have the right to live and work in Turkey. The British Embassy School does not sponsor work permits for this role.