

Person Specification

Premises Officer

Education, Training and Work Qualifications

1. Recognised training/qualifications associated with caretaking/DIY activities (e.g. C&G Certificate in Caretaking Maintenance, Electrical Testing Level 1). **(desirable)**
2. Full, clean valid D1 driving licence.
3. Valid MIDAS training. **(desirable)**

Knowledge

4. Knowledge of basic site maintenance and good practice in building services, i.e. heating, plumbing, carpentry, electrical etc.
5. Knowledge of MS Office systems.

Skills and Abilities

6. Ability to plan and prioritise a range of regular and irregular tasks, and ability to analyse tasks and how they may best be achieved.
7. Good oral and written communication skills.
8. Ability to relate in a friendly way with a wide range of personalities.
9. Basic DIY abilities. **(essential)**

Relevant Experience

10. Experience in building maintenance work.
11. Experience of supervising staff.
12. Experience of driving minibus up to 17 seats. **(desirable)**

Other Requirements

13. Ability to comply with OHC&AT policies e.g. Safeguarding, Equality & Diversity, Health & Safety.
14. Ability to carry out manual handling tasks, i.e. lifting, climbing and moving of items.
15. Able to work as part of a team; be adaptable and supportive of colleagues.
16. Ability to interact with learners sensitively and flexibly.