

## 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 driving licence. **(essential)**
3. Valid MIDAS certificate or willingness to train for a MIDAS certificate. **(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.