

HIGHGATE WOOD SCHOOL

'Making a positive difference to students' achievements and experiences,
maintaining the **highest expectations**
and inspiring **self-belief**'

The successful candidate will share a commitment to:

Our core values as defined in our mission statement & motto (above) and our student ethos underpinned by Courtesy, Consideration, Contribution and Co-operation.

A belief that every student can achieve irrespective of starting point or circumstance.

You will commit to our staff culture (as defined below) and will play your role in promoting and contributing to this culture amongst all staff at HWS.

HWS Culture – Non-Negotiables

SHOW UP!

- ✓ **S**tudents come first
- ✓ **H**ard work – we do whatever is necessary to provide the best experience for our students
- ✓ **O**ur own children. We make HWS a school that we would be proud to send our own children to. We work to this end every single day.
- ✓ **W**e and not I. We are a team. We do what we say we do – we stick to school strategy, behaviours and processes.
- ✓ **U**nafraid of failure. We are not afraid to fail, nor to learn from failure. When things go wrong, we do not blame – we support each other and we look after each other
- ✓ **P**rofessional trust and accountability. We trust each other implicitly professionally because we hold ourselves and each other to account openly and honestly for doing all of the above

Facilities Manager

Person Specification

Candidates should provide evidence in their personal statement of how they meet the criteria in the person specification.

Qualifications

- Facilities Management/Health & Safety qualifications relevant to the role or commitment to work towards obtaining such qualifications.
- Desirable qualifications include:
 - IOSH Working Safely
 - Asbestos Awareness
 - Legionella Awareness
 - Fire Safety Awareness
 - Manual Handling Awareness
 - Working At Height Awareness
 - COSHH Awareness
 - First Aid at Work Certificate
- Demonstrable level of literacy equivalent to GCSE A*-C in English and Maths or equivalent Level 2 qualifications
- Evidence of recent training or further education.

Experience

- Evidence of working within a school estates/facilities environment
- Experience of working with young people and adults.

Skills and Competencies

- Knowledge of statutory obligations in respect to building related issues (i.e.) fire risk assessments, asbestos, gas safety, legionella and DDA would be an advantage.
- Awareness of local authority policies relevant to the role.
- Excellent ICT skills and ability to use facilities management software.
- Experience of leading teams.
- Excellent communication skills both orally and written.
- Excellent interpersonal skills so that relationships with colleagues are professional and supportive.
- The capacity to form positive relationships with students from a diverse background and to promote inclusion.
- Preparedness to undertake further training and CPD where necessary.
- The capacity to form positive relationships with students/staff and parents as applicable.
- The capacity to manage and direct one's own workload.
- To maintain high standards of punctuality and attendance and promote this with your team.

- Ability to deal with sensitive information in a confidential manner.
- Understanding of and commitment to work within the scope of school policies and procedures.
- Knowledge & understanding of the school's health and safety policy.
- Ability to deal calmly with emergency situations.
- Ability to work effectively as part of a team.