



Title: Facilities Manager

Responsible to Business and Operations Manager

Purpose of the job To ensure the security, care and availability of the Academy building, furniture, fittings and equipment: to ensure a satisfactory physical environment and to promote the efficient use of the Academy's assets to support the educational objectives of schools.

Line manager for the caretaking, housekeeping and cleaning teams of the Academy.

To provide a 'handyman' service in response to smaller, in-house maintenance and repair requirements.

To facilitate and promote the letting of indoor and outdoor facilities at the college to generate income

	Essential	Desirable	How measured
Education, Qualifications and Training	<ul style="list-style-type: none"> ◆ Enhanced CRB check (this will be obtained by the College) 5 GCSE's, or more, at Grade C or higher including English and Maths 	<ul style="list-style-type: none"> ◆ Relevant professional qualification ◆ Educated to A Level standard 	<ul style="list-style-type: none"> ◆ Certificates ◆ Interview process
Knowledge and Experience	<ul style="list-style-type: none"> ◆ Experience of leading and managing teams ◆ Knowledge and understanding of Performance Management and appraisal procedures ◆ Excellent organisational skills and the ability to continuously prioritise own workload and that of others ◆ Health and Safety management ◆ All statutory Health and Safety and COSHH regulations ◆ Knowledge and understanding of Data Protection Act ◆ 	<ul style="list-style-type: none"> ◆ Good knowledge of DIY skills/general maintenance skills ◆ Practical – not afraid of getting your hands dirty ◆ Experience of building trade or security would be useful ◆ Previous experience of working in a school environment ◆ Project management Health and Safety qualification 	<ul style="list-style-type: none"> ◆ Interview ◆ Letter of application
Skills/Abilities	<ul style="list-style-type: none"> ◆ Excellent interpersonal and communication skills (oral and written) with abilities to communicate effectively with a range of audiences ◆ Excellent IT skills and confidence in using a range of software packages ◆ Ability to interpret and apply legislation and relevant policies and guidance ◆ Ability to motivate self and others ◆ Abilities to work flexibly and use own initiative to achieve objectives ◆ Ability to seek out, manage and influence opportunities for continuous improvement and change ◆ Ability to work under 	<ul style="list-style-type: none"> ◆ Clear handwriting ◆ Sense of humour 	<ul style="list-style-type: none"> ◆ Interview process

	<p>pressure and meet deadlines</p> <ul style="list-style-type: none"> ◆ Ability to produce a range of reports and statistical information ◆ Fit and active ◆ Able to stand for prolonged periods ◆ Ability to handle heavy machinery and equipment 		
Other	<ul style="list-style-type: none"> ◆ Responsibility for safeguarding and promoting the welfare of pupils. ◆ Friendly and approachable ◆ Willingness to take a full and active role in College life. 	<ul style="list-style-type: none"> ◆ Good general knowledge ◆ Able to follow statutory requirements ◆ 	<ul style="list-style-type: none"> ◆ Interview process