**Oaklands Person Specification for Facilities Manager**

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| --- | --- | --- | --- | --- | --- |
|  | Essential | Desirable | Assessed via |  |  |
| **Qualifications** | | | | | |
| A degree level qualification (minimum level 5) in a relevant subject. | 🗸 |  | Application form  Certificates checked at interview |  |  |
| Membership of BIFM. |  | 🗸 |  |  |
| Health and Safety Qualification (e.g. IOSH/Nebosh) |  | 🗸 |  |  |
| GCSE pass grades (C or above) in English, maths  *or equivalent.* | 🗸 |  |  |  |
| **Experience** | | | | | |
| Experience working in a school or similar environment. |  | 🗸 | Application form |  |  |
| Experience managing building services including housekeeping, site team & catering. | 🗸 |  | Application form |  |  |
| Recruitment and line management of staff. | 🗸 |  | Application form |  |  |
| Management of swimming pools. |  | 🗸 | form |  |  |
| **Knowledge and Skills** | | | | | |
| Understands the needs of students and staff with learning difficulties. |  | 🗸 | interview |  |  |
| Detailed knowledge of current Health and Safety regulations and record of maintaining Health and safety processes in a large building environment. | 🗸 |  | Task/form |  |  |
| Able to train, motivate and performance manage staff, securing their commitment to providing a high quality service to pupils, families and staff. | 🗸 |  | task |  |  |
| Able to, speak and write in grammatically correct English. | 🗸 |  | Interview/task |  |  |
| Ability to speak more than one language. |  | 🗸 | interview |  |  |
| Able to drive a minibus. | 🗸 |  | interview |  |  |
| Understands safeguarding procedures relating to the role. | 🗸 |  | interview |  |  |
| **Personal Qualities** | | | | | |
| The candidate is willing to put our students needs at the centre of all they do at work. | 🗸 |  | interview |  |  |
| Excellence record in both attendance and punctuality. Not in Management of Absence process. | 🗸 |  | Reference |  |  |
| Able lead a team motivating and achieving high level of performance from team members. | 🗸 |  | Interview  task |  |  |
| Self motivating and able to take strategic lead. | 🗸 |  | Task in tray |  |  |
| Sensitivity to the challenges faced by students, staff and families. | 🗸 |  | Task in tray |  |  |
| Approachable, polite and professional. | 🗸 |  | Interview |  |  |
| Resilient. Able to meet demands of a challenging high pressured environment and deal with emergencies when required. | 🗸 |  | interview |  |  |
| Flexible. Able to manage last minute changes when required. | 🗸 |  | interview |  |  |
| Physically able to undertake all aspects of the role . | 🗸 |  | interview |  |  |
| High expectations of self and others. | 🗸 |  | interview |  |  |
| Well-groomed and presented in line with requirement of the role. | 🗸 |  | interview |  |  |
| Committed to equality of opportunity for all. | 🗸 |  | interview |  |  |