

## PERSON SPECIFICATION – Facilities Assistant

Ap – Application Form

SP – Selection Process

Ref – Reference

Specification	Method of Assessment
<b>QUALIFICATIONS</b>	
Appropriate qualification(s) in relevant areas, including facilities and premises	AF
Recognised training in Health & Safety or Facilities Management related areas	AF
Evidence of continuous professional development	AF
<b>SKILLS</b>	
Support and demonstrate commitment to the vision for the further development and improvement of the school	SP
Support the Headteacher and governors in the management of change and improvement in pursuit of strategic objectives	SP
Prioritise, plan, organise, direct and co-ordinate the work of others	AF
Devolve responsibilities, delegate tasks and monitor practice to see that they are carried out, set standards and provide a role model for others	SP
Deal sensitively with people and resolve conflicts	SP
Excellent communication and interpersonal skills	AF/SP
Ability to work independently, demonstrating initiative	SP
Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required	AF/SP
Ability to communicate with a wide range of audiences, including other employees within the school, governors, parents, LA officers, contractors, suppliers, services providers and others	SP
Ability to lead and manage staff effectively and sensitively and to lead by example	AF/SP
Ability to negotiate best value	AF/SP
Ability to manage projects from inception to completion, meeting deadlines and ensuring that projects are successfully completed to specification and within budget	AF/SP
Ability to reconcile priorities, work to tight deadlines and problem solve	AF/SP
Receptive to new ideas, approaches and challenges	AF/SP
Conflict management	AF/SP
Ability and experience of leading and managing support staff teams – Performance Management, motivating staff	AF/ SP

<b>EXPERIENCE</b>	
Experience of facilities and premises management, including Health & Safety management with a focus on statutory compliance, planned preventative maintenance and reactive maintenance	AF
Project management experience, including planning, design, tendering, contractor selection, budget management, project control and closing processes	AF/SP
Proven experience of management of teams and leading change	AF/SP
Experience of FM contracts and the delivery of hard and soft services on-site	AF/SP
<b>KNOWLEDGE</b>	
A sound knowledge of facilities, premises, IT and Health and Safety management	AF/SP
Knowledge of building process including obtaining tenders and obtaining value for money	AF/SP
Knowledge of relevant policies, legislation and codes of practice in Health & Safety, Facilities Management, Data Protection and other applicable fields	AF/SP
<b>SAFEGUARDING</b>	
Shows a personal commitment to safeguarding and promoting the welfare and rights of young people.	SP
Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their circumstances	SP
Can demonstrate an ability to contribute towards a safe environment	SP
<b>PERSONAL QUALITIES</b>	
Enthusiasm, drive and a love for the job	AF, SP & Ref
Committed to high standards of customer service	SP
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	SP
Committed to equality and diversity	SP
Committed to own continuing professional development which may include working towards a recognised Facilities Management or Health & Safety management qualification (e.g. IOSH/NEBOSH)	AF
Clear vision and an innovative approach	AF, SP & Ref
A passion for ensuring all aspects of school life demonstrate integrity and respect	SP & Ref
Commitment to a high profile presence in and around the school	SP

Ability to foster an open culture where all are valued and treated fairly	AF, SP & Ref
A good sense of humour	SP & Ref
Excellent communication skills, both verbal and written	SP
Ability to organise, plan and prioritise time effectively	SP
Ability to act decisively	SP
Willingness to challenge others to produce positive outcomes	SP
Flexibility, adaptability and creativity	SP
A willingness to respond to out-of-hours emergency situations	SP

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be subject to enhanced DBS checks, qualifications and experience checks and satisfactory references.