

PERSON SPECIFICATION

FACILITIES SUPERVISOR – GOFFS-CHURCHGATE ACADEMY

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
QUALIFICATIONS				
1	A good level of general education	E	✓	
2	Relevant Health and Safety qualifications	D	✓	
EXPERIENCE				
3	Experience of facilities management	E	✓	
4	Knowledge of health and safety legislation and its implications	E	✓	✓
5	Experience of using ticketing systems	D	✓	
6	Experience of using ordering systems	D	✓	
7	Experience of working in a school environment	D	✓	✓
8	Experience of handyperson / DIY duties following safe working practices	D	✓	✓
9	Experience of successful line management of staff	D	✓	

ABILITIES, SKILLS AND KNOWLEDGE				
10	Good written / verbal communication	E	✓	✓

11	To be able to adapt to changing situations and priorities that inevitably arise in the operation of a large facility	E	✓	✓
12	ICT literate with a working ability to use key IT software to present work to a high standard	E	✓	✓
13	Ability to maintain confidentiality in all matters and command confidence and credibility	E	✓	✓
14	Able to supervise a team ensuring that tasks are completed within the prescribed deadline	E	✓	✓
15	A customer service focus and the ability to communicate with customers and people from all backgrounds and levels	E	✓	✓
PERSONAL QUALITIES				
16	An enthusiasm for the job	E	✓	✓
17	Commitment, energy, creativity and imagination. A capacity for hard work	E	✓	✓
18	A strong commitment to both Trust values and ethos, plus own professional conduct and ethics	E	✓	✓
19	Commitment to support the Trust's agenda for safeguarding and equality and diversity	E	✓	✓
20	A team player including flexibility and willingness to assist with the development of the Trust	E	✓	✓
21	Engaging telephone manner	E		✓