

PERSON SPECIFICATION – Facilities Manager

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Qualifications & Training	Essential/Desirable	How Identified
<input type="checkbox"/> First Aid Qualified (or willing to qualify)	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> NEBOSH or IOSH certification or equivalent health and safety qualification, or willingness to qualify	E	
<input type="checkbox"/> Full clean driving licence	E	
<input type="checkbox"/> An understanding of child protection, health, safety and security	E	
<input type="checkbox"/> Evidence of relevant CPL	E	
<input type="checkbox"/> Willingness to develop new skills by participating in CPL	E	
Knowledge & Experience	Essential/Desirable	How Identified
<input type="checkbox"/> Leading, managing and motivating a team of staff and delegating effectively	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Successful estate and property management experience, including all aspects of engaging and managing contractors	E	
<input type="checkbox"/> Experience of creating and delivering planned maintenance programmes and associated reporting	E	
<input type="checkbox"/> Ability to communicate effectively in a variety of written and verbal formats with a wide range of stakeholders	E	
<input type="checkbox"/> Personnel management experience, including; recruitment, induction, development, performance, attendance and conduct management	E	
<input type="checkbox"/> Comprehensive knowledge of current Health & Safety regulations	E	
<input type="checkbox"/> Understanding of key legislation in relation to Premises and Facilities management, including the importance of relevant Health & Safety legislation, procedures and practices	E	
<input type="checkbox"/> Experience of working in a school-based environment	D	
Skills & Key Criteria	Essential/Desirable	How Identified
<input type="checkbox"/> Ability to effectively negotiate and manage competitive contracts	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Basic project management experience/application	E	
<input type="checkbox"/> Ability to establish and communicate clear standards and expectations to all stakeholders and staff	E	

<input type="checkbox"/> Manages own time well to meet competing demands	E	
<input type="checkbox"/> Ability to adapt quickly and flexibly to new demands and change and to assist others to do so	E	
<input type="checkbox"/> Highly motivated showing resilience and reliability under pressure	E	
<input type="checkbox"/> Able to keep accurate and appropriate records using a range of resources	E	
<input type="checkbox"/> Enthusiastic and self-motivated and able to encourage ideas, innovation and initiative in others	E	
<input type="checkbox"/> Takes personal responsibility to maintain high standards in all aspects of their role	E	
<input type="checkbox"/> Understands personal and corporate GDPR requirements	E	
<input type="checkbox"/> Uses consultation effectively and is comfortable and effective in a negotiating role	E	
<input type="checkbox"/> Able to act in an understanding and patient manner whilst remaining firm and fair with colleagues, pupils and all other stakeholders	E	
<input type="checkbox"/> Able to maintain confidentiality on all Academy matters	E	
<input type="checkbox"/> Evidence of the ability to promote a positive ethos and pride in the academy together with high standards of education, care and behaviour	E	
Personal Attributes	Essential/Desirable	How Identified
<input type="checkbox"/> A supportive and co-operative team member	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Standards driven	E	
<input type="checkbox"/> Ability to work outside normal academy hours in line with academy and community needs	E	
<input type="checkbox"/> Ability to travel to multi-site locations across the Trust	E	
Circumstances – Personal	Essential/Desirable	How Identified
<input type="checkbox"/> Willingness to be the key holder for the Academy and to be contacted at home in cases of emergency	E	Interview (if applicable)
Equal Opportunities	Essential/Desirable	How Identified
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
Safeguarding	Essential/Desirable	How Identified
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	E	Application form/Interview/
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	D	

		Task (if applicable)
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