



Facilities Manager Competencies Framework

	Essential	Desirable	Measured by: Application form (A) Formal interview (I) Presentation (P) Written activity (W)
Experience, Qualifications and Training			
Good Literacy and Numeracy skills with relevant qualifications	x		
3 years minimum experience of working in a school or educational setting at a management level	x		
A sound knowledge of Building Management Systems	x		
Practical experience of Health and Safety, COSHH, Fire regulations and awareness of CDM	x		
A sound level of IT ability including Word, Excel and Outlook	x		
Experience of managing a team of people	x		
Appropriate Health and Safety or Facilities Management qualification		x	
Full and clean driving licence		x	
Skills: Communication			
Effective communicator and presenter with the ability to communicate effectively both orally and written with people at all levels.	x		
Ability to negotiate and manage challenging conversations	x		
Ability to write efficient and detailed reports for leadership and the Governing Body	x		
Approachable and an effective listener	x		
Skills: Interpersonal			
Able to maintain a positive and professional demeanour at all times	x		
Able to interact appropriately with all stakeholders from the youngest to oldest	x		
Skills: Organised			
To be strategic regarding premises and contribute to the 3-5 year plan	x		
Ability to manage and help plan the Premises aspects of the budget including finding cost effective ways of working	x		
Ability to meet deadlines, internal and external, prioritise and complete tasks efficiently	x		
Able to deal with emergencies and problems in a positive and systematic way	x		
Skills: Flexible			
Open to change and finding new ways of working	x		
Ability to work co-operatively with all Federation staff and external agencies	x		

Demonstrates diplomacy and integrity	x		
Flexible regarding working hours according to the needs of the school	x		
Skills: Self-starter			
Takes pride in your work and all school campuses environments	x		
Able to plan devise short and long term schedules of maintenance and works	x		
Having an entrepreneurial spirit and ability to work alone as well as part of a team	x		
Skills: Team leader			
Ability to motivate others in the team through example and enthusiasm	x		
Excellent management skills to lead the operational day to day	x		
Manage all aspects of leading a team including recruitment for the Premises team	x		
Ability to train team members and line manage the members of the Premises team	x		
Hold high expectations of self and others	x		
Ability to provide a clear vision that aligns with the Federation vision	x		
Demonstrate a commitment to the Federation vision and Christian Ethos	x		
Safeguarding Responsibilities			
<ul style="list-style-type: none"> -To comply with the safeguarding policies, procedures and the Code of Conduct -To demonstrate a personal commitment to safeguarding and the all pupils well being -To ensure any safeguarding concerns or incidents are reported on CPOMs - To engage in safeguarding training when required 			