

## Facilities Manager Person Specification

This person specification shows the abilities, skills and qualifications you will need to carry out the duties associated with the role. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities listed below. You may also be asked to produce original copies of qualification certificates.

### Qualifications / Experience

- Qualifications or Relevant experience in Facilities Management (Desirable)
- Relevant Health and Safety qualification, e.g. IOSH / NEBOSH (Desirable)
- Hold a valid driver's licence and have a willingness to train to drive the school minibus

Communication - The candidate must demonstrate an ability to be able to:

- Demonstrate a good command of the English Language
- Prepare reports and information clearly and concisely
- Display a high level of literacy for writing non-standard letter, reports
- Present reports and information to others in a concise and understandable manner
- Understand, interpret and communicate technical issues in a way that is easily understandable to non-experts
- Liaise with a wide range of stakeholders in a respectful and efficient manner

Numeracy - The candidate must demonstrate:

- Experience in budget preparation and control
- Experience in establishing and maintaining a satisfactory Internal Audit
- High level of numerical competency for carrying out valuations, schedules of work etc.

Information Technology – The candidate must demonstrate:

- A working knowledge of current IT and computer systems such as Microsoft Word, Access, Excel and ability to maintain computer based information on spreadsheets and database packages and produce own reports

Organisation - The candidate must demonstrate an ability to be able to:

- Achieve strict deadlines
- Demonstrate good organisational skills and ability to prioritise workloads and set personal deadlines
- Show initiative and an ability to work independently
- Manage simultaneous projects and to co-ordinate a safe and efficient working environment

- Be practical and hands on with ability to manage maintenance issues in-house where appropriate

Investigate - The candidate must demonstrate an ability to be able to:

- Undertake research effectively
- Quickly and clearly assimilate and analyse information
- Undertake risk assessments under health and safety legislation
- Demonstrate a keen awareness of environmental pressures and agendas, energy conservation, carbon friendly initiatives and other green practices

Flexibility - The candidate must demonstrate an ability to:

- Be adaptable and able to respond to changing demands and circumstances
- Meet new challenges imaginatively
- Work some antisocial hours (evening meetings, weekends)

Personal Qualities

- Excellent influencing skills with the ability to maintain strict confidentiality
- Enthusiastic, hard-working, flexible, patient, positive and resilient
- Initiative and ability to prioritise ones' own work, thinking creatively, calmly and flexibly
- Able to build and maintain positive professional relationships with all stakeholders
- Ability to self-evaluate learning needs and willingness to participate in development and training opportunities
- High expectations of oneself and others
- Personal integrity, commitment to fairness and equity
- Ability to empathise, give sensitive constructive feedback
- Excellent interpersonal skills and ability to communicate respectfully and efficiently
- A willingness to seek advice as appropriate and awareness of where to seek it
- Ability to adhere to the school's policies and procedures relating to child protection, health and safety, security, confidentiality and data protection
- Show respect, promote and demonstrate the school's CHARACTER values