

**Person Specification**

**Facilities Manager**

|  |  |
| --- | --- |
| **Essential:** | **Desirable:** |
| **Qualifications**   * Relevant Health and Safety qualifications |  |
| **Experience**   * Experience of facilities management * Knowledge of Health and Safety Legislation and its implications * Experience in financial management and budget planning of a substantial budget * Experience of using financial management systems * Experience of preparation and submission of capital grant applications * Experience of project management * Experience of managing renewable energy systems including financial monitoring of costs and revenues * Experience of managing substantial supply / service agreements and monitoring performance of suppliers * Awareness of data protection, security and confidentiality | * Previous experience in a school or educational setting |
| **Professional expertise**   * Excellent ICT skills (Microsoft Excel and Word) * Excellent communication skills * Able to manage staff effectively and efficiently * Able to gather, analyse and evaluate financial and other performance information accurately to produce management reports and information * Evidence of continuing professional development | * Knowledge of procurement processes including tendering and supplier selection |
| **Personal Qualities:**   * To maintain absolute confidentiality over personnel and financial matters * Excellent organisational / prioritisation and time management skills * Able to work flexibly and proactively while maintaining a high level of professionalism * Able to lead a team, accept delegated responsibility and delegate as appropriate * Able to work with resilience under pressure and meet deadlines * Personal integrity and the ability to inspire it in others * Ability to constructively review the work of self and others and strive for continuous improvement * Possess excellent intrapersonal skills and a high level of emotional intelligence * Willingness and ability to adapt to change, learn new systems and develop staff * Be committed to safeguarding and promoting the welfare of children and young people * Have a passion for education and have high expectations of all young people |  |