

**Person Specification**

**Facilities Manager**

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| **Essential:** | **Desirable:** |
| **Qualifications*** Relevant Health and Safety qualifications
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| **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
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| **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
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| **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
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