

PERSON SPECIFICATION- Facilities Supervisor

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
☐ NEBOSH or IOSH certification or equivalent health and safety qualification, or willingness to qualify	D	Application form and selection process
☐ Property based qualification and /or membership of the BIFM or a similar appropriate professional body	D	
☐ First Aid qualified (or willing to qualify)	E	
☐ Full clean driving licence	E	
☐ An understanding of health, safety and security	E	
Knowledge & Experience	Essential/Desirable	How Identified
☐ Leading, managing and motivating a team of staff and delegating effectively	E	Application form and selection process
☐ Successful estate and property management experience, including all aspects of engaging and managing contractors	D	
☐ Experience of creating and delivering planned maintenance programmes and associated reporting	D	
☐ Ability to communicate effectively in a variety of written and verbal formats with a wide range of stakeholders	E	
☐ Personnel management experience, including; induction, development, performance, attendance and conduct management	D	
☐ Understanding of key legislation in relation to Premises and Facilities management, including the importance of relevant Health & Safety legislation, procedures and practices	D	
☐ Experience of working in a school-based environment	E	
Training	Essential/Desirable	How Identified
☐ Willingness to develop new skills by participating in continued professional development	E	Application form and selection process
☐ Evidence of relevant training	E	

Personal Skills & Attributes	Essential/Desirable	How Identified
☐ Basic project management experience/application	E	Application form and selection process
☐ Ability to establish and communicate clear standards and expectations to all stakeholders + staff	E	
☐ Manages own time well to meet competing demands	E	
☐ Ability to adapt quickly and flexibly to new demands and change and to assist others to do so	E	
☐ Highly motivated showing resilience, stamina and reliability under pressure	E	
☐ Ability to manage a range of resources	E	
☐ Flexible, reliable and conscientious	E	
☐ Enthusiastic and self-motivated and able to encourage ideas, innovation and initiative in others to keep accurate and appropriate records using a range of resources	E	
☐ Takes personal responsibility to maintain high standards in all aspects of their role	E	
☐ Understands personal and corporate GDPR requirements	E	
☐ Communicates positively and effectively whilst negotiating the preferred outcome	E	
☐ Able to act in an understanding and patient manner whilst remaining firm and fair with colleagues, pupils and all other stakeholders	E	
☐ Able to maintain confidentiality on all Academy matters	E	
☐ Evidence of the ability to promote a positive ethos and pride in the academy together with high standards of education, care and behaviour	E	
Professional Qualities	Essential/Desirable	How Identified
☐ Abide by the academy's policies and procedures	E	Application form and selection process
☐ Prepared to work flexibly to meet the best interests of the Academy	E	
☐ Professional appearance	E	
Equal Opportunities	Essential/Desirable	How Identified
☐ 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	Selection process
☐ Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	

Circumstances – Personal	Essential/Desirable	How Identified
☐ Willingness to be the key holder for the Academy and to be contacted at home in cases of emergency	E	Application form and selection process
☐ If driving is a feature of this post – must be licensed and appropriately insured (e.g. business use).	E	
Safeguarding	Essential/Desirable	How Identified
☐ Ability to maintain appropriate relationships and personal boundaries with children and young people	E	Selection process and completion of an Enhanced DBS disclosure
☐ Commitment to the protection and safeguarding of children and young people	E	
☐ Has up to date knowledge of relevant legislation and guidance in relation to working with young people	D	