Person Specification Facilities Manager - Secondary

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|  | **Essential** | **Desirable** | **How Identified** |
| **Qualifications and Experience** | * BIFM Level 3 in Facilities Management, or equivalent level qualifications and experience. * A minimum 3 years of experience in a similar management role. * Experience of monitoring and maintaining statutory regulatory compliance in relation to buildings and all installed services. * Experience in the production and delivery of programmes of planned and preventative maintenance (PPM) * Demonstrated ability to manage in- house staff in the delivery of maintenance work and portering duties. * Demonstrated ability to manage external suppliers and contractors and the administration of low level construction contracts. * Good commercial awareness and the ability to drive value for the business. * Competent in the use of ICT systems and software packages (in particular MS Office). * Excellent numeracy and literacy skills * Ability to demonstrate an understanding of safeguarding in the context of working with children | * A Facilities Management services management background. * A Mechanical or Electrical services background and related qualifications. * A Construction Management or related services background and related qualifications. * Relevant health and safety qualifications. * First Aid qualifications. * ICT qualifications. * Experience of Community & Leisure activities and associated management. * Current Training in: IOSH “Managing Safely” Asbestos Awareness Legionella Awareness Working at Height Moving and Handling | * Application form * References * Interview |
|  | Familiarity with the following software and IT systems: |  |
|  | Microsoft “One-Drive”  “Every” Business Management “Proactis” Finance System |  |

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| **Skills and personal qualities** | **Skills & Personal Qualities**   * Integrity, good timekeeping and high standards * Ability to manage stakeholders and their expectations in a complex business environment * Proven ability to work flexibly as a team member and to work on own initiative * Resilient, tactful and diplomatic, even when under pressure * A strong understanding of health & safety issues and risk assessment processes * Excellent personal organisation, with the ability to prioritise a busy and rapidly changing workload * The ability to accurately plan and record details of work carried out * Excellent problem-solving skills * The ability to manage and supervise other staff including the setting and delivering on targets * Willingness to carry out the duties of other staff to cover for sickness and other absence * Excellent awareness of safeguarding, security and hygiene issues. * Excellent communication skills * The ability to use a Computer and Smartphone or Tablet * The ability to accurately read drawings and related information * To present oneself as a role model to students in speech, dress, behaviour and attitude. |  | * Application form * References * Interview |

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| **Other Requirements** | * Ability to adhere to the Trust’s policies and procedures and contribute to their continuous improvement. * Ability to contribute to the life of the Trust * Disclosure and Barring Service (DBS) enhanced disclosure * Valid driving license * Own transport * Willingness to participate in ongoing training and development * To be a first aider, taking appropriate action when required |  | * Application * Interview * References |