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
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|  | 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
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