**Person Specification**

**Building Services Manager**

**Academy Specific**

* Excellent communication skills and the ability to lead effectively at all levels (E)
* Ability to organise and prioritise tasks effectively (E)
* Ability to use initiative (E)
* Ability to work well under pressure (E)
* Ability to demonstrate the flexibility and “can do” attitude required in a role that is critical to the Academy (E)
* A high degree of integrity (E)

**Role specific**

* To have a proven track record at middle management level within an organisation (E)
* To have the relevant training/qualifications to be the Academy’s health & safety “competent” person – i.e NEBOSH/IOSH (D)
* Ability to manage complex operational demands with a high degree of customer satisfaction (E)
* Excellent line management skills to lead motivate and inspire a team (E)
* A good understanding of plant and equipment typically found on a large secondary school site (E)
* To be able to delegate effectively ensuring accountability is maintained and results are achieved (E)
* Knowledge of the main requirements of health and safety legislation and good practice relevant to the post (E)
* Good interpersonal skills to promote good working relationships between building services staff, Academy staff, students and appointed contractors (E)
* Good understanding of financial management and budgetary control strategies (D)
* Evidence of previous project and KPI management experience ( D )
* Experience of procurement responsibility including best value principles (D)
* Ability to plan several steps ahead to ensure long term goals, objectives and strategies are met (E)
* Ability to work to tight deadlines and to take responsibility for meeting agreed targets (E)
* Commitment to continuing professional development (E)
* High level of proficiency in the use of Microsoft Office Word and Excel skills (D)
* Competence in managing building and security IT systems with an understanding of maintaining hierarchical security through design and organisation (E)
* Clean driving licence with D1 category or equivalent (D)

Key: E – Essential

D - Desirable