

**Person Specification
School Facilities Manager**

Education and Training			
Essential Criteria		Desirable Criteria	
Relevant Health and Safety qualifications and/or willingness to undergo training as required		Qualification in premises/or facilities management/or equivalent	
Understanding and ability to apply regulations such as Health & Safety, Fire, Manual Handling, Asbestos & Legionellae)			
Literacy and Numeracy qualifications			
Achievements and Experience			
Essential Criteria		Desirable Criteria	
A range of previous experience as a Premises Manager servicing and maintaining a site to its optimum function		Experience working in a school environment	
Must be a driver and prepared to complete training and test for driving school mini-buses.		Previous experience working in the education	
Experience in accepting a range of responsibilities and carry them out efficiently and effectively and when necessary with a minimum of support and guidance			
A strong working knowledge of Health and Safety Legislation.			
Previous experience in summarising and recording information in a way that can be readily understood by others			
Practical understanding of experience and commitment to the school's equal opportunities policy and its implementation			
An appreciation, understanding and sympathy for pupils who exhibit a range of special needs and how they can be best supported by all staff in the community of the school			
Able to demonstrate a range of practical skills to undertake a variety of maintenance and repair tasks across the site to include minor carpentry, plumbing and decorating and others, as required			
Experience of tendering and overseeing the completion of contracts (specifically with a facilities focus)			

Skills & Abilities			
Essential Criteria		Desirable Criteria	
Able to develop and sustain positive relationships with colleagues in a team to include pupils, teaching and non-teaching staff, parents, Governors and visitors.			
Ability to work on own initiative and demonstrate the ability to make decisions			
To be able to motivate others and lead by example. 'Can do' attitude			
Demonstrate an ability to think and act confidently when under pressure and be resourceful, flexible and responsive when faced with a wide range of demands.			
An understanding of the needs of vulnerable people.			
Ability to work effectively as part of a team			
Be able to organise personal workload, prioritise and contribute to the effective operation of the site			
Ability to assess work undertaken by site staff and advising where appropriate any changes to practice or standards.			