

Person Specification
Facilities Manager - Secondary

	Essential	Desirable	How Identified
Qualifications and Experience	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 <p>Familiarity with the following software and IT systems:</p>	<ul style="list-style-type: none"> • Application form • References • Interview

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

Microsoft "One-Drive"
"Every" Business
Management "Proactis"
Finance System

<p>Skills and personal qualities</p>	<p>Skills & Personal Qualities</p> <ul style="list-style-type: none"> • 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 		<ul style="list-style-type: none"> • Application form • References • Interview
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information

- To present oneself as a role model to students in speech, dress, behaviour and attitude.

Other Requirements	<ul style="list-style-type: none">• 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		<ul style="list-style-type: none">• Application• Interview• References
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