

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 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 	<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> <p>Microsoft "One-Drive" "Every" Business Management "Proactis" Finance System</p>	<ul style="list-style-type: none"> • Application form • References • Interview

Skills and personal qualities	Skills & Personal Qualities <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 information • To present oneself as a role model to students in speech, dress, behaviour and attitude. 		<ul style="list-style-type: none"> • Application form • References • Interview
--------------------------------------	---	--	---

	<ul style="list-style-type: none"> • 		
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