



The Family of Learning Trust
Trust Facilities Manager – Scale SO2 (point 32 to 34)
Person Specification

	Essential	Desirable	How identified
<p>1. Knowledge and skills (including any relevant or required qualifications)</p>	<p>2 GCSEs or equivalent (grades A-C) including English and Maths.</p> <p>Knowledge of Health and Safety law and related working practices.</p> <p>Ability to supervise and line manage staff, including keeping records of support, one to one and appraisals etc.</p> <p>Administration skills, able to plan and coordinate work flows and events management.</p> <p>IT literate and able to use software (Microsoft Office) at an intermediate to advanced level.</p> <p>Knowledge of security for buildings and grounds, ensuring health and safety of the whole school community.</p> <p>Excellent communications skills (verbal and written) to effectively liaise with a variety of stakeholders.</p> <p>Ability to work as part of a team or individually as required.</p>	<p>Health and Safety Level 3</p> <p>Recognised H & S qualification <i>e.g. NEBOSH</i></p> <p>Bulging services related training <i>e.g. surveying/engineering</i></p> <p>Facilities Management qualification <i>e.g. BIFM</i></p> <p>First Aid qualification</p>	<p>Application Form</p> <p>Interview</p>

2. Personal Development and Additional Learning	<p>Shows commitment to own self development</p> <p>Willing to participate in further training and development activities.</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>
3. Experience	<p>Experience of Site and Contract management</p> <p>Line Management experience</p> <p>Experience of cleaning management and COSHH requirements</p>	<p>Experience of Project and budget management</p> <p>Experience of working in a school environment or similar</p>	<p>Application Form</p> <p>Selection Process</p>
4. Initiative	<p>Able to work on own initiative and manage time effectively.</p> <p>Flexible and able to manage conflicting demands and shifting priorities.</p> <p>Able to work well under pressure and meet deadlines.</p> <p>Ability to adhere to working procedures and policies within the school environment.</p>		<p>Application Form</p> <p>Selection Process</p> <p>References</p>
5. Circumstances	<p>Able to perform the physical tasks within the role, including lifting, carrying and pushing equipment, furniture and tools as required.</p> <p>Understands the importance of confidentiality and work in a discreet manner where appropriate.</p> <p>Willingness to work various shifts patterns and work overtime as required.</p> <p>Commitment to safeguarding the whole school community by following recognised policies and procedures.</p>	<p>Positive attitude to working with children and adults (eg parents, carers)</p>	<p>Application form</p> <p>Interview</p>