



Person Specification for Site and Facilities Manager

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> Recognised training/qualification(s) associated with facilities management
EXPERIENCE AND KNOWLEDGE	<ul style="list-style-type: none"> Facilities management Interpret legislative/regulatory requirements and produce policies/guidance compliant with Health & Safety, Manual Handling, COSHH and Asbestos and Water Hygiene Risk Assessment knowledge and/or qualification Competent at basic building repairs and maintenance Site maintenance and security management Staff management including overseeing staff performance Project management Lettings management
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to perform the physical tasks required by the post including lifting and transporting various equipment, working at height, grounds and building maintenance Skills in a trade would be desirable Ability to operate and understand electrical/mechanical systems Good communication and interpersonal skills Excellent numeracy and literacy skills Good IT skills including competency in using Microsoft software Ability to produce accurate reports to the Senior Leadership Team and stakeholders Sound planning and negotiating skills Ability to gather information, analyse data and problem solve Ability to manage own time effectively and demonstrate initiative including establishing priorities Ability to record and maintain accurate data in relation to facilities management Ability to undertake waste management and disposal and energy efficiency measures Ability to adapt to changing and conflicting demands; displaying a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school Ability to manage people directly and indirectly Ability to be flexible and work as part of a team, or individually, as required Ability to demonstrate an understanding of children Ability to contribute to the life of the school Ability to adhere to the school's policies and procedures; most importantly the equal opportunities policy, child protection policy, safeguarding policy and all health & safety related policies Ability to implement and comply with Health & Safety regulations to ensure that all duties are carried out safely Ability to manage all aspects of letting arrangements Ability to act as key holder and manage security of the site Display high personal standards of honesty and integrity Ability to keep abreast of up-to-date training requirements