

FACILITIES MANAGER PERSON SPECIFICATION

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience and/or qualification in buildings management, maintenance and health & safety compliance Driving licence with access to a vehicle for use at work
	Knowledge of relevant policies and procedures	Knowledge of First Aid Knowledge of HSE guidelines and reporting
	Literacy	Good reading and writing skills Ability to write complex and detailed reports and bids
	Numeracy	Ability to compare costs, ensuring good quality and best value.
	Technology	Good knowledge of security, heating plant and other building systems Ability to undertake DIY tasks. Ability to communicate using ICT systems.
Communication	Written	Ability to complete forms, detailed reports and bids.
	Verbal	Ability to exchange complex verbal information in clear English
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
Working with children	Behaviour Management	Understand the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to make an distinctive contribution to the work of the work a team
	Information	Contribute to the development and implementation of effective systems to share information
Responsibilities	Organisational skills	Excellent organisational skills Ability to remain calm under pressure

	Line Management	Ability to supervise, monitor and mentor the work of others
	Time Management	Ability to manage own time effectively Demonstrate a flexible approach
	Creativity	Demonstrate ability to resolve complex problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance