

**Personal Specification
Assistant Facilities Manager**

EDUCATION, KNOWLEDGE & EXPERIENCE	Essential	Desirable
Experience of caretaking and/or buildings maintenance and security	✓	
Ability to undertake DIY tasks	✓	
Good knowledge of security, heating plant and other building systems		✓
Good understanding of health and safety	✓	
Aware of information sources and how to get information needed	✓	
Experience of leadership and staff supervision		✓
SKILLS, BEHAVIOURS & QUALITIES		
Co-operates and works well with others in pursuit of team goals, sharing information and supporting others	✓	
Communicates orally in a clear, fluent, concise and appropriate way both face to face and via the telephone	✓	
Excellent time management and organisational skills	✓	
Ensures that work is carried out to service standards	✓	
Adopts a flexible and creative approach, redefining problems in light of information gathered or changes in context	✓	
Good IT skills	✓	
Work effectively as part of a team	✓	
Be prepared to develop and learn in the role	✓	
PERSONAL QUALITIES		
Proactive approach	✓	

Seizes opportunities and takes the initiative to move things along in a positive way	✓	
Adaptable and receptive to new ideas and willing to adjust to new demands and circumstances	✓	
Understands and follows the school's policies on health and safety and risk management	✓	