

Person Specification: Facilities Manager

Area	Essential	Desirable
Qualifications, Knowledge & Experience	• GCSE Grade C/4 or above, or equivalent, in English and Mathematics. • Experience of premises, facilities or site management in a school. • Good practical maintenance/DIY skills, including basic plumbing, carpentry, painting/decorating and general repairs. • Knowledge of Health and Safety, fire safety, COSHH, asbestos and legionella training and statutory premises compliance. • Awareness of asbestos and legionella/water-hygiene requirements. • Experience of planned/reactive maintenance, risk assessments and working with contractors. • Practical understanding of heating, plumbing and electrical systems and when specialist contractors are required.	• Facilities Management qualification, e.g. IWFM. • IOSH, NEBOSH or equivalent Health and Safety qualification. • Knowledge of CDM Regulations (Construction, Design and Management Regulations 2015) . • Experience of facilities/compliance systems, asset management or refurbishment projects.
Skills & Abilities	Excellent organisational, prioritisation and time-management skills. • Good IT skills, including Word, Excel and the google suite.	• Experience of supervising staff and/or contractors. • Experience of monitoring budgets and obtaining quotations.

	• Ability to work independently, use initiative and see tasks through to completion. • Proactive and solution-focused approach to problem solving. • Strong communication and interpersonal skills. • Ability to maintain accurate records and provide clear information to senior leaders. • Ability to balance practical site work with compliance and administration. Willing to support the Christian ethos, vision and values of our school.	• Experience of preparing reports for senior leaders or governors.
Safeguarding, Safety & Compliance	• Understanding of safeguarding within a school environment. • Commitment to maintaining a safe and secure school site. • Ability to undertake routine security, Health and Safety and premises checks. • Understanding of confidentiality, GDPR and Data Protection. • Willingness to respond appropriately to emergencies and call-outs.	• Experience of supporting fire drills, lockdown procedures and business-continuity arrangements.
Professional Development	• Willingness to undertake relevant training and continuous professional development. • Commitment to keeping up to date with legislation.	• Evidence of recent relevant premises/facilities training. • Willingness to work towards further

	<u>statutory guidance and good practice relating to school premises, Health and Safety, fire safety and security.</u> • Willingness to maintain relevant premises and compliance training.	<u>Facilities Management or Health and Safety professional qualifications.</u>
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