

PERSON SPECIFICATION – Premises and Facilities Manager

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications:

- Knowledge of Health and Safety regulations
- Qualifications in Health and Safety desirable
- Knowledge and experience of appropriate use of cleaning materials and site equipment
- NVQ Level 3 desirable

Skills/Abilities:

Problem solving, creative thinking, team working, quality focus, customer service, report writing, IT skills, people management.

- Good basic DIY capabilities and experience
- Team worker essential
- Attention to detail essential
- Customer care skills essential
- Flexible worker
- Management of checking procedures

Experience:

- Heating systems
- General maintenance
- Security systems and procedures
- Management skills and experience

Personal Qualities:

- Ability to develop and promote a strong sense of pride and ownership in all stakeholders for the school site and its infrastructures
- Self-motivated and positive “can do” approach
- Ability to work as part of a team
- High integrity
- Good customer focus
- A strong sense of responsibility and a positive attitude

