

## Person Specification Academy Facilities Manager

Area	Requirement	Essential/Desirable
Education, Training and Work Qualifications	Recognised training/qualifications associated with facilities maintenance /DIY activities (eg C&G certification)	Desirable
	Full, clean valid D1 Driving licence.	Essential
	Valid MIDAS training to coaching level (training available).	Desirable
	Maths and English GCSE grade C/4 or equivalent.	Essential
Knowledge	Knowledge of basic site maintenance and good practice in building services, i.e. heating, plumbing, carpentry, electrical, security etc.	Essential
	Knowledge of H&S regulations and legislation include COSHH and writing risk assessments.	Essential
	Knowledge of Contract Design and Management (CDM)	Desirable
	Knowledge of MS Office systems, intermediate level.	Essential
	Knowledge of Safeguarding Children and Vulnerable Adults.	Desirable
Skills and Abilities	Demonstrable attention to detail.	Essential
	Ability to plan and prioritise a range of regular and irregular tasks, and ability to analyse tasks and how they may best be achieved.	Essential
	Proven experience in managing a team	Essential
	Good oral and written communication skills.	Essential

	DIY abilities	Essential
	Ability to manage and monitor works that are in progress, including overseeing contractors	Essential
Relevant Experience	Experience in building maintenance work and managing reactive maintenance and Planned Preventative Maintenance (PPM) and preparing schedules to ensure compliance.	Essential
	Proven experience of managing contractors and contracts.	Essential
	Proven experience of budget and project management.	Desirable
	Experience in an educational environment.	Desirable
	Experience of driving minibuses up to 17 seats.	Desirable
Other Requirements	Ability to comply with OHC&AT policies e.g. Safeguarding, Equality & Diversity, Health & Safety.	Essential
	Ability to carry out manual handling tasks, i.e. lifting, climbing and moving of items.	Essential
	Able to work as part of a team; be adaptable and supportive of colleagues.	Essential
	Ability to interact with learners sensitively and flexibly.	Essential

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet the requirements when you fill in your



application form. If you are selected for interview may be asked to undertake practical tests to cover the skills and abilities required.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.