

PERSON SPECIFICATION

Section: Administration	Reports to: MAT Estates Manager
Job Title: Facilities Admin	
Working Pattern: 25 hours per week	Working Weeks per annum: 39

Factors	Essential	Desirable	Assessment Method
Qualifications	5 GCSEs A-C (including Maths & English)	'A' Level qualifications	Certificates at interview
Training	Evidence of Continuing Professional Development	Previous Facilities Administration in managing compliance, contractors and suppliers	Application Form Interview
Experience	Proven experience of working in Facilities, preferably within an educational setting.	Understanding of building systems, including HVAC, electrical, plumbing, and fire safety regulations.	Application Form Interview
Knowledge and Skills	Excellent organisational skills Excellent verbal and written communication skills, with the ability to interact with staff, students, and external contractors. Accuracy and attention to detail Competent in the use of Microsoft Word, Excel and facilities management software.		Application Form Interview
Personal Qualities	Understand the importance of discretion and confidentiality Pro-active with the ability to use initiative A professional and welcoming manner	Shares knowledge with others Understanding of promoting positive relationships within the wider school community	Interview

	<p>Ability to work under pressure and meet deadlines</p> <p>Adaptable and flexible</p> <p>Operates with patience and tact</p> <p>Work well as part of a team</p>		
Other	<p>Willingness to challenge oneself to continually improve performance.</p> <p>Committed to equality of opportunity</p>		<p>Application Form</p> <p>Interview</p>

Signature:

Line Manager

Date:

Signature:

Job Holder

Date: