**Person specification**

**Facilities Assistant**

**August 2024**

| Attributes | **Essential** | **Desirable** | **How identified** |
| --- | --- | --- | --- |
| Qualifications | At least GCSE Grade C or 5 or equivalent in English and Maths | Working towards a facilities management qualification e.g. IWFM or similar  Health and Safety Qualification e.g. NEBOSH, IOSH | Application  Certification |
| Experience | Experience in managing facilities within a large school or similar setting  A record of working within a medium sized organisation  Proven experience of working within the Education Sector. | Working in a Multi Academy Trust in an equivalent role | Application  Interview  Reference |
| Knowledge and skills | Good working knowledge of Microsoft Office including Word, Excel and Outlook  Strong interpersonal, negotiation and communication skills  Have a customer focused and flexible approach to work  Excellent time management, prioritisation, organisational and administrative skills  Initiative and ability to work without direct supervision, taking entire responsibility for tasks, prioritising and scheduling own workload  Willingness to develop self and maintain up to date knowledge relevant to the role and attend courses as required | Experience of using a Facilities Management system e.g. Every Compliance, Parago or similar  GDPR and Data Protection in relation to managing personal data  Knowledge of safeguarding in schools | Application  Interview  Exercise  Reference |
| Character | Strong moral purpose, drive for continuous improvement and commitment to a strong People  Self-motivated with a 'can-do' approach to problem solving  Pro-active in the role  Strong attention to detail  Full driving licence with access to a car and able to work across the two school locations | Experience of building and sustaining credible working relationships with a wide range of stakeholders in a positive manner  Experience of building and sustaining credible working relationships with a wide range of stakeholders in a positive manner | Application  Interview  Reference |