**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 similarHealth and Safety Qualification e.g. NEBOSH, IOSH | Application Certification |
| Experience | Experience in managing facilities within a large school or similar settingA 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 skillsHave a customer focused and flexible approach to work Excellent time management, prioritisation, organisational and administrative skillsInitiative and ability to work without direct supervision, taking entire responsibility for tasks, prioritising and scheduling own workloadWillingness 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 dataKnowledge 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 solvingPro-active in the roleStrong attention to detailFull 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 mannerExperience of building and sustaining credible working relationships with a wide range of stakeholders in a positive manner | Application InterviewReference |