

## PERSON SPECIFICATION: Facilities Supervisor

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE &amp; QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• A good understanding of basic maintenance and repairs planned preventative maintenance and compliance testing requirements.</li> <li>• A good understanding of Health &amp; Safety and COSHH legislation.</li> <li>• Hold recognised training/qualifications associated with building and grounds, or able to demonstrate relevant experience.</li> <li>• Hold recognised training/qualifications associated with premises management or able to demonstrate relevant experience.</li> <li>• Evidence of formal training in areas such as COSHH, IOSH, Manual Handling, L8, Asbestos and Fire Safety.</li> <li>• Evidence of formal training in areas such as chain saw operation and Manual Handling or willingness to undertake training.</li> <li>• Willing to undertake relevant qualifications and/or ensure ongoing professional development.</li> </ul>	
<b>SKILLS &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of managing sites or of working in facilities management.</li> <li>• Experience of coordinating and organising a large site for public/community use e.g., elections, shelters, etc.</li> <li>• Experience of managing a team.</li> <li>• Experience of preparing risk assessments.</li> <li>• Experience of being responsible for the security of a site.</li> <li>• Experience of inducting, working with and supervising contractors.</li> <li>• Experience of carrying out planned preventative maintenance.</li> <li>• Experience of understanding site related reports i.e., asbestos, H&amp;S audit, Fire Risk Assessments, Water Risk Assessments, etc.</li> <li>• Competent at basic building repairs and maintenance.</li> <li>• Skilled in operating a range of tools in relation to grounds and site maintenance.</li> <li>• Good IT skills – able to use Microsoft Office Programs.</li> <li>• Experience of carrying out statutory compliance testing.</li> <li>• Ability to source suppliers and contractors and negotiate best value for money.</li> <li>• Strong prioritisation and organisation skills.</li> <li>• Ability to make good, informed, and quick decisions.</li> <li>• Ability to work without supervision and within a team.</li> <li>• Good attention to detail.</li> <li>• Good communication skills, both verbal and written.</li> <li>• Excellent interpersonal skills</li> <li>• Ability to understand and convey information effectively and accurately.</li> <li>• Ability to work to set deadlines but also flexible and adaptable to deal with ad hoc issues as they arise.</li> <li>• Ability to understand and apply regulations such as health &amp; safety, manual handling and COSHH.</li> </ul>	
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Patient, calm and works well under pressure.</li> <li>• Hard working, flexible and reliable.</li> <li>• Able to communicate clearly and concisely.</li> <li>• Take pride in a job well done and take personal responsibility for standard of work carried out.</li> <li>• A keen interest in working within an education-based environment and commitment to inclusion and acceptance of all.</li> <li>• Commitment to continuous improvement through professional development, self-evaluation, and awareness.</li> <li>• Commitment to and able to work in a way that promotes and respects equal opportunities and diversity.</li> </ul>	

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ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
	<ul style="list-style-type: none"> <li>Commitment to and able to work in a way that promotes the safety and well-being of children and young people.</li> </ul>	