



Person Specification

JOB TITLE:	Facilities Supervisor				
DATE:	January 2026				
STATUS:	Final				
Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
Knowledge and qualifications					
1. National Level 1 qualification in English and Maths or equivalent.	E	✓		✓	✓
2. Knowledge and understanding of Health and Safety requirements and Building Management Systems.	E	✓		✓	✓
3. Level 3 qualification in Building or Facilities Management.	D	✓		✓	✓
4. Knowledge and understanding of service delivery and KPI's.	D	✓		✓	
5. Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.	D	✓	✓	✓	
Experience					
6. Experience of complying with Health and Safety Legislation.	E	✓	✓	✓	
7. Experience of site management activities including dealing with health and safety issues and maintenance tasks.	E	✓	✓	✓	
8. Experience in producing and delivering programmes of planned and preventative maintenance.	D	✓	✓	✓	
9. Experience of supervising staff or managing a team.	D	✓		✓	

10. Experience of working with a range of contractors ensuring good value for money.	D			✓	
11. Knowledge and trade experience (of one or more of the following): plumbing, carpentry, electrical, grounds, joiner.	D	✓	✓	✓	
Skills and competencies					
12. Able to work well with a team of other staff, communicating well both verbally and written.	E	✓		✓	
13. Ability to accurately plan and record details of work carried out.	E		✓	✓	
14. Ability to work both independently and with minimal supervision.	E			✓	
15. Able to use own initiative to manage a demanding workload with frequently changing priorities and routines.	E	✓	✓	✓	
16. Be able to work as part of a team, and work on own initiative.	E	✓		✓	
17. Competent using ICT skills for administrative duties.	E		✓	✓	
Other					
18. Valid driving licence, willing to use own transport as and when required.	E	✓		✓	✓
19. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role.	E	✓			✓
20. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	✓		✓	
21. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role.	E				✓
22. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible.	E	✓	✓	✓	