



Person Specification

JOB TITLE:	Facilities Manager - AA2615
DATE:	September 2023
STATUS:	Final

CRITERIA	Essential / Desirable	Application	Tasks	Interview	Vetting checks
Knowledge and qualifications					
1. Good standard of numeracy and literacy skills	E	✓		✓	✓
2. Excellent IT skills	D	✓		✓	✓
3. NVQ4 or equivalent in Building or Facilities Management	D	✓		✓	✓
4. National certificate in pool plant	D	✓		✓	✓
5. Knowledge and understanding of Health and Safety requirements and Building Management Systems	E	✓	✓	✓	✓
Experience					
6. Experience of a similar role within a school environment.	E	✓			✓
7. Experience of working with a range of contractors ensuring good value for money	D	✓		✓	
8. Experience of managing a team	E	✓		✓	✓
9. Experience in the production and delivery of programmes of planned and preventative maintenance	E	✓		✓	✓
Skills and competencies					
10. Strong understanding of statutory requirement in relation to health and safety, building management and risk assessment procedures	E	✓		✓	✓
11. Ability to accurately plan and record details of work carried out	E	✓		✓	✓
13. Good knowledge and understanding on swimming pool requirements.	D	✓		✓	✓
14. Ability to implement policies and procedures.	E	✓		✓	✓

15. Sound knowledge of compliance with experience of preparing for external audits	E	✓		✓	✓
16. Have practical building or maintenance skills (of one or more of the following): plumbing, carpentry, electrical, grounds, joiner	D	✓		✓	✓
17. Be able to work as part of a team, and work on own initiative	E	✓		✓	✓
18. Ability to prioritise workload and meet deadlines	E	✓	✓	✓	
19. Flexible approach ability to adapt to changing routines and deal with unexpected circumstances.	D	✓	✓	✓	
Other					
20. Valid driving licence, willing to use own transport as and when required.	E	✓		✓	✓
21. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role	E	✓		✓	✓
22. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role	E				✓
23. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible	E	✓	✓	✓	✓