#### OLT

#### FACILITIES AND ESTATES MANAGER

#### PERSON SPECIFICATION

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ESSENTIAL** | | | | **DESIRABLE** | | |
|  |  | ATTRIBUTE | **Stage Identified** |  | ATTRIBUTE | **Stage Identified** |
| **Qualifications & Education** |  | I O S H or equivalent or prepared to undertake  NVQ Level 2 / 3 Premises Management or  equivalent discipline | AF,I,R |  | To have served a full apprenticeship in electrical, building, mechanical or equivalent discipline | AF,I,R |
| **Experience & Knowledge** |  | At least 2 years recent practical experience in building maintenance, heating, ventilating, electrical or similar work | AF,I,R |  | Caretaking experience at a school setting and knowledge of school policies | AF,I,R |
|  |  | Experience of managing / supervising staff including their training, development and performance management | AF,I,R |  | Experience of serving and managing lettings | AF,I,R |
|  |  | Experience of budget management or monitoring | AF,I,R |  | Knowledge of CDM Regulations | AF,I,R |
|  |  | Experience in the management of swimming pool plant and equipment (if appropriate) | AF,I,R |  | Experience of developing policies relating to health and safety and premises management | AF,I,R |
|  |  | Experience of conducting and delivering training | AF,I,R |  | Experience of cleaning in contract / industrial setting / environment | AF,I,R |
|  |  | Experience of undertaking Health and Safety Risk Assessments, Premises Surveys and giving advice and guidance relating to health and safety | AF,I,R |  |  |  |
|  |  | Experience of working with contractors and with varying contracts | AF,I,R |  |  |  |
| Skills |  | Ability to manage staff and delegate work according to priorities | AF,I,R |  | Manual Handling experience and training | AF,I,R |
|  |  | Ability to respond to changing priorities | AF,I,R |  | Ladder Safety training and experience | AF,I,R |
|  |  | Ability to communicate effectively at all levels – both orally and in writing  Ability to take constructive feedback well and respond in a positive manner to achieve improvements | AF,I,R  AF,I,R |  |  |  |
| **Personal**  **Attributes** |  | Flexible approach to working arrangements in line with the duties of the post | AF,I,R |  |  |  |
|  |  | Willingness to undertake training to advance experience and knowledge and to ensure that up to date procedures and legislation is followed | AF,I,R |  |  |  |
| **Special Requirements** |  | Ability to comply with the Trusts relevant policies | AF,I,R |  |  |  |
|  |  | Capacity for independent travel in line with the duties and requirements of the post.  Sense of humour and perspective | AF,I,R |  |  |  |
|  |  | Motivation to work with children | AF,I,R,D |  |  |  |
|  |  | Ability to form and maintain appropriate relationships and personal boundaries with children | AF,I,R,D |  |  |  |
|  |  | Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline  Pleasant positive manner with all stakeholders and able to form and maintain good relationships with senior Trust staff | AF,I,R,D |  |  |  |

|  |  |
| --- | --- |
| Key – Stage identified |  |
| AF | Application Form |
| C | Certificates |
| T | Tests |
| P | Presentation |
| I | Interview |
| R | References |
| D | CRB Disclosure |

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references