

**Person Specification**  
**Deputy Facilities Manager**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed through</b>
Qualifications	<ol style="list-style-type: none"> <li>1. At least 2 Level 3 qualifications (equivalent to 2 'A' Level passes) and GCSEs (or equivalent) grade 5+/B in English and Maths</li> </ol>	<ol style="list-style-type: none"> <li>A. Relevant qualifications or experience in Facilities (a degree in a relevant subject will be considered)</li> </ol>	All - Application form & Certificates
Experience		<ol style="list-style-type: none"> <li>A. Experience of working in a similar environment</li> </ol>	All - Application form & References
Knowledge & Understanding	<ol style="list-style-type: none"> <li>1. Ability to complete detailed and complex reports, forms and statutory or compliance returns</li> <li>2. Good literacy and numeracy</li> <li>3. Appropriate training and a willingness to continue training to manage the key areas and tasks outlined in the job description</li> <li>4. Proven, excellent interpersonal relationship skills and the ability to communicate effectively and sensitively with all stakeholders</li> </ol>	<ol style="list-style-type: none"> <li>A. Experience of organising schedule of works</li> </ol>	<ol style="list-style-type: none"> <li>1 - Application form / Interview</li> <li>2 - Interview</li> <li>3 - Application form</li> <li>4 - References &amp; interview</li> </ol> A-E- Application form / Activity / interview
Skills	<ol style="list-style-type: none"> <li>1. Outstanding IT skills, including an ability to use a number of platforms.</li> </ol>	<ol style="list-style-type: none"> <li>A. Experience of working with teams across a number of different organisations</li> </ol>	<ol style="list-style-type: none"> <li>1 - Application form / Activity</li> <li>2 - Application form / References / Interview day</li> </ol>

	2. Excellent administrative skills and an ability to manage your own time effectively and efficiently	B. Full Clean Driving Licence	A - Interview / one to one discussion B - Application form and Driving Licence
Personal qualities	<ol style="list-style-type: none"> <li>1. Evidence of a commitment to continuous personal development and improvement</li> <li>2. Demonstrate a clear commitment to develop and learn in the role</li> <li>3. Ability to effectively evaluate own performance and share knowledge with others</li> <li>4. Ability to perform well when placed under pressure</li> <li>5. The ability to motivate and inspire colleagues</li> <li>6. Regularly meets deadlines</li> <li>7. Forms positive and productive relationships with staff and children</li> <li>8. Honest and trustworthy with the highest levels of integrity</li> <li>9. High expectations of self and others</li> </ol>	<ol style="list-style-type: none"> <li>A. High levels of emotional intelligence.</li> <li>B. Resilience and the optimism to deal with day to day challenges.</li> <li>C. Self confidence and the ability to make appropriate decisions.</li> <li>D. Potential for promotion and the ambition to lead.</li> </ol>	<ol style="list-style-type: none"> <li>1 - Application form / interview / one to one meeting</li> <li>2 - Interview day / References</li> <li>3 - References</li> <li>4 - References / Activity / one to one meeting</li> <li>5 - References</li> <li>6 - References / one to one meeting / interview day</li> <li>7 - References / one to one meeting / interview day</li> <li>8 - References / one to one meeting / interview day</li> <li>9 - References / one to one meeting / interview day</li> <li>A - Application form / References</li> <li>B - Interview / References</li> <li>C - One to one discussion / Interview</li> <li>D - References / Interview</li> </ol>