

Person Specification

The successful applicant will be able to demonstrate the following minimum requirements in their career to date through A – Application; B – Tests, Exercises; C – Interview; D– References.

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Educated to degree level or equivalent (however this requirement can be flexible for a candidate with significant relevant working knowledge/experience). Evidence of appropriate professional development. Suitable Health and Safety qualification or demonstrable understanding of H&S requirements (A) 	<ul style="list-style-type: none"> NEBOSH/similar Health and Safety qualified (A) Suitable premises or facilities qualification (A) First Aid at Work (A) Manual handling, working at heights and other relevant training (A) Full and valid UK drivers license (A) Additional driving license qualifications to allow driving of minibus/other larger vehicles and towing (A)
Experience	<ul style="list-style-type: none"> Previous experience of managing facilities (A, D) Experience of delivering reactive, cyclical and planned services/maintenance/projects (A) A background in managing workplace Health and Safety and Fire Safety compliance (A, B, C) Experience and understanding of security issues (A, C) Experience of managing large budgets (A, C) Proven ability to work under pressure & respond to deadlines (A, D) Good inter-personal and written communication skills (A, C) Up-to-date, effective working knowledge of IT systems & office facilities, including the MS Office suite of systems (A) Ability to identify and solve faults and problems (C) Ability to work independently with suitable commitment and drive (A) Experience of line managing staff (A, C) 	<ul style="list-style-type: none"> Experience of working within the Education sector (A) Experience of undertaking small repairs/maintenance (A, C)
Knowledge and Understanding	<ul style="list-style-type: none"> Understanding of ordering and inventory (C) A thorough knowledge of ICT (Information Communications Technology) as relevant to the requirements of this post (B) An understanding of, and demonstrable commitment to, Safeguarding Children and Young People (C) Good standard of literacy and numeracy (A, B, C) 	
Other skills and abilities	<ul style="list-style-type: none"> Good communication skills and negotiation skills (A) High standard of interpersonal skills and emotional intelligence (C, D) Excellent written and oral communication skills (C, D) Excellent at working in teams (D) Excellent organisational skills, ability to manage time and prioritise well, meet deadlines and work effectively and flexibly in a busy environment under pressure (A, C, D) Strong team working skills and the ability to work effectively with people at all levels (A, C) 	

Facilities Manager Person Specification

<p>Personal qualities</p>	<ul style="list-style-type: none"> • Honesty and integrity (C, D) • Energy, enthusiasm and with a 'can do' approach to problem-solving while keeping things in perspective (A, C) • Commitment to the aims and values of the UTC (A, C) • Confidence, communication skills and fluency to deal with employers, students, suppliers and community organisations (C) • Awareness, understanding and commitment to equal opportunities (A) • Maintains high professional standards at all times (C) • Commitment to own professional development (C) • Ability to work using own initiative (C) • Ability to maintain confidentiality in all aspects of work (C) • Willingness to undergo appropriate checks, including enhanced DBS checks (C) • Willingness & ability to work flexible hours to meet the service requirements of the school (C) 	<ul style="list-style-type: none"> • An understanding of the needs of business and industry (C) • An understanding of the needs of young people (C)
----------------------------------	---	---