

Person Specification

Role: Premises, Facilities & Technical Support Manager

Date: July 2022

The postholder is expected to have the relevant professional attributes, knowledge, skills and understanding as described in the National Occupational Standards for Facilities Management Level 4. In particular, the postholder is required to meet the specifications as set out below:

Area	Essential	Desirable
Qualifications/ Training	<p>Appropriate qualification to demonstrate good literacy and numeracy skills; GCSE or equivalent in English and Mathematics at Grade C or above</p> <p>Training/qualification or significant experience in a relevant area, eg construction, building repair and maintenance etc</p> <p>Relevant Health & Safety qualification/training</p> <p>Qualified to drive school minibus (driving licence)</p> <p>First Aid qualification (or willingness to undertake)</p>	<p>IOSH/ NEBOSH certified Health & Safety qualification</p> <p>Level 4 or above qualification in Facilities Management or equivalent subject/area</p> <p>MIDAS qualification (to drive school minibus) or willingness to undertake</p>

Experience & Knowledge	<p>Experience in working in a relevant discipline, eg construction or maintenance</p> <p>Experience in working in an educational or public service environment</p> <p>Competence and understanding to apply regulations such as Health & Safety, COSHH, Legionella, Manual Handling etc</p> <p>Competence in carrying out Risk Assessment, develop and implement relevant safe working processes, policies and procedures</p> <p>Competence at basic building repairs and maintenance and the use of small industrial/ electrical/mechanical equipment</p> <p>Experience in leading and managing staff/others</p> <p>Experience in contract management and procurement processes</p> <p>Knowledge of relevant legislation and guidance in relation to Facilities Management, Health and Fire Safety</p>	<p>Experience in working in a Health & Safety Advisor and/or Facilities Management capacity</p> <p>Experience in working as a School Premises/Site Manager</p> <p>Experience in/knowledge of the Every school compliance system</p>
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Skills & Abilities	<p>Ability to communicate effectively both verbally and in writing</p> <p>Good interpersonal skills with both students and adults</p> <p>Ability to work effectively to a high standard, on occasion under pressure and to deadlines</p> <p>Ability to lead, manage and coach other and to effectively organise and manage the work of self and others</p> <p>Ability to adapt to changing and sometimes conflicting demands</p> <p>Ability to cope with the physical demands of the role</p> <p>Good IT Skills to enable accurate record keeping, database maintenance, use of email/internet, report writing and to enable overview of the College's IT infrastructure and management of the IT Support Technicians and contractors</p> <p>Ability to analyse and present data to a range of audiences</p> <p>Sound planning and negotiation skills</p> <p>Ability to prioritise workload and manage workflow whilst maintaining a flexible approach to respond to urgent requests</p>	<p>Advanced building repair/DIY skills to enable in-house repair/maintenance in a variety of premises related areas, eg decorating, plumbing, carpentry etc</p> <p>Advanced skills and ability to manage all Health & Fire Safety aspects of a large organisation</p> <p>Advanced facilities management skills, contract management, estate management etc</p> <p>Extensive IT skills and understanding of IT infrastructure systems</p>
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Attitudes & Approaches	<p>Have practical aptitude, a methodical approach to work and good organisational skills</p> <p>Show initiative and work proactively to ensure smooth and efficient running of the College sites</p> <p>Professional outlook and organised approach to work</p> <p>Taking pride in own work and high expectations of standards of work</p> <p>Flexible and positive approach to work and committed team player</p> <p>Have the desire to learn and develop new knowledge and skills</p> <p>Honesty and integrity</p> <p>A friendly and supportive attitude towards students, staff and other members of the College and wider community</p> <p>Work in sympathy with the ethos and aims of Christ the King College</p> <p>Ability to adhere to College policies and procedures and comply with Health & Safety and Building Regulations</p> <p>Commitment to the protection and safeguarding of children and young people</p> <p>Have a sense of humour</p>	<p>Patience with students, staff and parents and the ability to remain calm in difficult situations</p>
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