

HENDON SCHOOL



Person Specification for Facilities Manager

Criteria	Essential	Desirable	Assessed by
Experience of	Extensive facilities management at a senior level.	Evidence of managing varied facilities such as labs, workshops and sports grounds.	A/R
		Working in a School/Academy	A/I
	Strong staff management experience including experience in conducting performance management reviews and effectively handling staff issues.	Experience managing multiple teams.	A/R
	Evidence of developing and managing rosters and work plans		A/I/R
	Taking a leading role in small-medium scale site development projects		A
	Significant supplier-contract management including tendering		A/I/R
	Managing site security in a similar setting.	Catering contract management Premises job management	A/I/R A/I
	Financial planning and managing budgets.	Premises planning and producing premises plans. Premises bid-writing e.g. CIF bids or non-government bids applied for.	A/I/R A/I
	Hold or be ready undertake to suitable H&S qualifications and demonstrate recent and up-to-date training, preferably including		A/I/R

Qualification	asbestos and critical incident management.		
	Have completed a NEBOSH/IOSH qualification (such as IOSH Managing Safely)	IOSH accreditation	A
	Have a high standard of computer literacy, with ability to use MS Word, Excel and Project to a competent level	Hold or undertake training for first aid certification. Hold project management qualifications such as PRINCE2	A A
Skills and Attributes	Demonstrate an awareness of safeguarding and mature attitude to child protection as appropriate to the role.		I
	Strong communication skills, including effective listening, written communication, report writing, and delivering presentations.		I
	Evidence of excellent organisational and administrative skills, including record keeping.		A/I
	Excellent research and analysis skills, the ability to seek out and evaluate information.		