

Woodlane High School
Site & Facilities Manager

Person Specification

The personal specification shows the abilities and skills you will need to carry out the duties in the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification. **You must complete your Statement of Sustainability by answering the points listed in the Person Specification below, in number order.** You should mention any experience you have had which shows how you meet these requirements.

Qualifications and Experience

1. Hold recognised training/qualifications associated with premises management, including at least GCSE C or above in both English and Maths (or equivalent).
2. Significant experience or skills in a trade.
3. The ability to understand and apply regulations such as Health & Safety, Manual Handling, COSHH, Water Hygiene, Legionella etc.
4. The ability to operate and understand electrical/mechanical equipment.
5. Risk assessment experience/qualification.
6. Competent at basic building repairs and maintenance.
7. To be able to use small industrial, electrical and mechanical equipment.
8. Staff management experience.

Ability, Skills, Knowledge

1. Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post.
2. Good communication skills.
3. Excellent numeracy and literacy skills.
4. Good IT skills.
5. Sound planning and negotiating skills.
6. Ability to gather information, analyse data and problem solve.
7. Ability to manage own time effectively and demonstrate initiative including establishing priorities.
8. Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests.
9. Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school.
10. Ability to manage people directly and indirectly.
11. Ability to adapt to changing and conflicting demands.
12. Ability to be flexible and work as part of a team or individually as required.
13. Ability to demonstrate an understanding of children and special educational needs.
14. Ability to contribute to the life of the school.
15. Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection and safeguarding policy and all Health & Safety related policies.
16. Ability to comply with the Health & Safety regulations to ensure that all duties are carried out safely.