



PERSON SPECIFICATION

Assistant Facilities Manager

	Essential	Desirable
Qualifications and experience	<p>Recognised qualification in Facilities Management or substantial relevant professional experience. Should be a minimum of Level 3</p> <p>IOSH Managing Safety qualification or similar</p> <p>Experience in a similar role.</p> <p>Knowledge and experience of Facilities Management preferably within a UK school/education environment</p> <p>Experience in use of CAFM systems</p> <p>Experience in carrying out Health and Safety Risk assessments.</p>	<p>IWFEM membership.</p> <p>NEBOSH General Certificate in Occupation Health & Safety</p> <p>Valid Pool Plant operators course</p> <p>Knowledge and experience of Health and Safety management</p> <p>Experience of compiling and maintaining lifecycle maintenance plans</p>
Knowledge, Skills & Understanding	<p>Experience of managing on-site contractors.</p> <p>An understanding of plant maintenance.</p> <p>Knowledge of current law relating to Facilities Management, guidance and standards of best practice.</p> <p>Commitment to continuing training/development of knowledge and skills.</p> <p>Ability to write and review risk assessments and safe systems of</p>	<p>An understanding of the potential facilities needs of a School.</p> <p>Knowledge of Fire Safety legislation and requirements.</p> <p>Experience of swimming pool maintenance and chemicals.</p> <p>Ability to produce reports</p>

	work.	
Skills	<p>Excellent work planning skills and ability to set up and manage maintenance schedules.</p> <p>Excellent IT skills.</p> <p>Excellent organisational skills</p> <p>Ability to deliver excellent customer service</p> <p>Ability to communicate effectively at all levels and maintain excellent working relationships.</p> <p>Ability to effectively lead and direct the work of others.</p> <p>Ability to demonstrate a “can do” approach.</p> <p>Excellent prioritising skills.</p> <p>Ability to work effectively under pressure</p>	<p>Experience of working with a Building Management System.</p> <p>Practical skills or an understanding of plumbing, electrics, carpentry etc.</p>
Availability	<p>Must be available for out of hours emergencies and call-outs.</p> <p>Must be flexible regarding working hours.</p>	<p>Within 30 minutes commute of the School.</p> <p>Ability to drive a minibus.</p>