



## Person Specification: Facilities Supervisor

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>The Facilities Supervisor must be able to demonstrate their ability to communicate effectively, verbally and in writing.</p> <p>Computer literate with good working knowledge of ICT including using the internet and Microsoft office suite</p>	<p>English and Maths to GCSE (grade C) or beyond and be numerate and accurate</p> <p>No formal qualifications essential – although training in DIY skills would be desirable</p> <p>Evidence of training and/or qualifications in Health and Safety e.g. Asbestos awareness, Manual handling, working at height et</p> <p>Knowledge of First Aid</p> <p>Full Clean Driving Licence</p> <p>Experience of leading a team</p>
<b>Experience</b>	<p>The Facilities Supervisor must have experience of:</p> <p>Relevant DIY and maintenance skills</p> <p>Building cleaning</p> <p>Following health and safety regulations</p>	<p>Experience of site supervision activities including dealing with health and safety issues and maintenance tasks</p> <p>Experience of working in a school environment</p> <p>Caretaking or facility supervision</p>



<p><b>Knowledge and understanding</b></p>	<p>The Facilities Supervisor should have knowledge and understanding of:</p> <p>COSHH regulations;</p> <p>the varied roles of all staff in the educational process;</p> <p>the basic principles of site management;</p> <p>the importance of Health &amp; Safety;</p> <p>techniques for the repair of damaged or defective equipment or resources.</p>	<p>In addition, the Facilities Supervisor might also have knowledge and understanding of:</p> <p>specific facility issues: security, Health &amp; Safety, heating systems, building construction,</p> <p>the contribution of both professionals and non-professionals to life-long learning;</p> <p>efficiently coordinating the work of others in the team;</p>
<p><b>Skills</b></p>	<p>The Facilities Supervisor will be able to:</p> <p>use practical skills to improve the site and buildings;</p> <p>Good DIY skills e.g. joinery, plastering, plumbing, electrical and painting tasks, clearing blockages to cisterns, making good existing paintwork or plasterwork, replacing fuses and plugs, securing ironmongery to doors and windows etc</p> <p>Thorough approach to work and attention to detail</p> <p>Effective communication skills in order to liaise with staff, pupils, contractors, visitors etc</p> <p>Good grasp of key health and safety issue</p> <p>motivate others in the facility and cleaning team through example and enthusiasm;</p> <p>deal with emergencies and problems in a positive and systematic manner;</p>	<p>In addition, the Facilities Supervisor might be able to:</p> <p>use basic power tools and other equipment to make repairs and improvements;</p> <p>assess the quality of others' work, and support and advise where necessary;</p> <p>anticipate and reduce risk where possible;</p> <p>devise a suitable record-keeping system for monitoring expenditure and stock levels;</p> <p>develop more efficient and cost-effective ways of working;</p> <p>show knowledge and understanding of Health and Safety regulations.</p>

	<p>be aware of a small budget for resources; proactive and work on own initiative; work alone when required, showing good self-motivation; Good time management and prioritising skills, prioritise, plan, schedule and meet deadlines and evaluate work; communicate effectively (both orally and in writing) to a reasonable standard.</p>	
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**Personal qualities and attitudes**

The Facilities Supervisor must be able to convey:

Understanding of and commitment to the aims and values of the school

To uphold the school's policy in respect of child protection matters

Friendly disposition and good sense of humour

Ability to work to deadlines and keep calm when faced with occasional pressures

A positive "can do" approach to all tasks assigned

The ability to be flexible to cover events across the week is required.

Operate with discretion and professionalism at all times

Desire to achieve continuous improvement personally and for the school

Pride in their work

Attention to detail

Enthusiasm

Loyalty, good timekeeping

Reliability, trustworthiness and honesty

In addition, the Facilities Supervisor should have:

An interest in professional self-development

A willingness to contribute to the wider life of the school

	<p>Excellent interpersonal skills</p> <p>Flexibility</p> <p>Interest in caring for school pupils and staff</p> <p>That they are/prepared to be a proactive member of the school community</p>	
<b>Physical Requirements</b>	<p>Fit and able to carry out duties</p> <p>Ability to work at high levels with appropriate equipment</p> <p>Ability to deal with some manual handling</p>	
<b>Special requirements</b>	<p>have or be willing to undergo an Enhanced Criminal Records Bureau disclosure check</p> <p>be willing to undergo a pre-employment health check</p>	