

## Facilities Officer - Person Specification

| Criteria                          | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Desirable                                                                                                                                                                 | Assessed                              |
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| <b>Education / Qualifications</b> | Basic Literacy and Numeracy Qualification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | GCSE English and Maths (grades A*-C) or equivalent.<br><br>Qualifications in a practical skill e.g. electrician, joinery etc<br><br>Accredited health and safety training | Application forms<br><br>Certificates |
| <b>Experience</b>                 | Knowledge and ability to undertake routine maintenance, repairs and cleaning with regards to recommended techniques.<br><br>Experience and knowledge of using relevant equipment needed in a facilities role.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Experience of working in a Premises Team in a Secondary School environment with knowledge of maintenance and cleaning techniques.                                         | Application forms<br><br>Interview    |
| <b>Skills &amp; Ability</b>       | <p>Good written and verbal communication and interpersonal skills with a professional manner at all times</p> <p>Good organisational and time management skills with the ability to prioritise and work under conflicting demands effectively.</p> <p>Ability to work as a member of a team and collaboratively with staff at all levels</p> <p>Flexible and able to respond calmly to a range of requests responding to straightforward problems and unforeseen circumstances e.g. hazards and accidents.</p> <p>Competent in the use of ICT</p> <p>Ability to work and remain calm under pressure</p> <p>Ability to work on own initiative with minimum supervision</p> <p>Possess a driving licence</p> <p>Ability to operate cleaning equipment, machinery and tools and undertake basic maintenance e.g. plumbing, electrical, glazing and carpentry to make safe and carry out small repairs.</p> <p>Have the physical ability to carry out manual tasks around the school.</p> | Be able to drive a school minibus or be willing to undertake minibus training                                                                                             |                                       |
| <b>Other</b>                      | Have DBS clearance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                           |                                       |

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|  | Ability to work within and apply all school Health and Safety policies             |  |  |
|  | Willingness to be flexible and respond to the working hours required by the school |  |  |