



Sandhurst School
Person Specification
 Job Title: Facilities Manager

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Good literacy and numeracy skills • Recognised qualification in relevant trade or significant practical experience 	<ul style="list-style-type: none"> • IOSH / NEBOSH qualification in health and safety • First Aid at Work qualification or willingness to obtain • Manual Handling training • Fire Warden training
Experience	<ul style="list-style-type: none"> • Proven experience in facilities and/or site management • Strong understanding of building maintenance, compliance and health and safety legislation • Experience in premises management, maintenance or facilities management • Experience in managing health and safety within a workplace • Supervisory experience, including managing contractors and site staff 	<ul style="list-style-type: none"> • Experience working in a school or educational environment • Experience in using facilities management systems • Experience in managing lettings • Experience in managing budgets related to site management • Experience in energy management and sustainability initiatives • Knowledge of safeguarding procedures
Professional Skills (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Strong understand of building maintenance, heating, plumbing and electrical systems • Knowledge of health and safety regulations, fire safety and COSHH • Ability to complete minor repairs and maintenance tasks independently • Understanding of security procedures and ability to management site security effectively • Strong communications skills • Practical skills in building repairs and maintenance 	<ul style="list-style-type: none"> • Be trustworthy and responsible. • Flexible in the hours you are required to work • Be available for (paid) overtime in the event of school functions and private lettings. • Key holder and emergency call out responsibilities • Be responsive to a wide variety of situations and able to use initiative when working alone • Be enthusiastic and have a good sense of humour.

	<ul style="list-style-type: none"> • Excellent organisation skills and ability to management multiple priorities • Physically fit and able to lift and carry items • Work well in a team • Have good communication skills • Enjoy working in a school environment 	
Personal Attributes	<ul style="list-style-type: none"> • Reliable and proactive • Positive can-do attitude with a commitment to high standards • Flexible approach to working hours, including availability for call-out and weekend work when required • Strong problem-solving skills and attention to detail • Strong team player and leadership skills to motivate and manage site staff effectively • A satisfactory enhanced DBS check • Suitability to work with children • Commitment to ongoing training 	