

# The Bishop of Winchester Academy

## Person Specification

### Facilities Manager

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in your written application and where appropriate you should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
<b>Ethos</b>			Application – A Interview - I
Support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy	✓		I
Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope	✓		I
In sympathy with the ethos of the academy, including a commitment to co-operation and helpfulness and a concern for the wellbeing of others	✓		I
All academy post-holders are expected to contribute to the development of young people and the community	✓		I
<b>Experience</b>			
Experience of managing premises/facilities or similar	✓		A & I
Experience of working on projects and engaging with contractors	✓		A & I
Working in a school environment		✓	A & I
Experience of managing, developing and motivating a team	✓		A & I
<b>Skills, Knowledge and Abilities</b>			
Ability to communicate clearly and concisely at all levels whilst understanding your customer's needs	✓		A & I
Excellent organisational skills including planning, prioritising and monitoring skills	✓		A & I
A working knowledge of Microsoft Office (including Word, Excel and Outlook) and internet	✓		A & I
Ability to work under pressure and meet challenging deadlines.	✓		A & I
A positive attitude to change management and willingness to implement continuous improvement initiatives	✓		A & I
Ability to be self-motivated, and use initiative	✓		A & I
Commercial awareness and ability to achieve value for money with good negotiation skills combined with a pragmatic approach to problems	✓		A & I
Flexible approach to work and work area, working outside normal hours when reasonably required to do so	✓		A & I
Ability to work effectively with other colleagues and lead a team	✓		A & I
<b>Education, Training and Qualifications</b>			
Minimum of Grade C (or equivalent) in GCSE English and Maths	✓		A & I
First Aid at Work certificate		✓	A & I
Training / Qualifications in H&S, COSHH		✓	A & I
<b>Personal and other</b>			
Fully committed to all Academy Policies	✓		A & I
Willingness to attend relevant training	✓		A & I
Physically fit to carry out the role which will involve lifting, moving, security and working at heights etc	✓		A & I
Flexibility and a readiness to undertake a wide range of tasks	✓		A & I
Strong work ethic	✓		A & I
Driving licence	✓		A & I
Use of own car		✓	A & I
Technical or premises related qualification		✓	A & I