

SITE AND FACILITIES MANAGER



Person Specification

REQUIREMENTS	ESSENTIAL OR DESIRABLE	HOW ASSESSED
Qualifications/Education/Training: <ul style="list-style-type: none"> • GCSE Level • Facilities Management • Property Management 	Essential Desirable Desirable	Via application Form
Experience: <ul style="list-style-type: none"> • Experience of working in a similar role • In managing staff • Of building maintenance 	Desirable Desirable Desirable	Via application form and interview
Knowledge: <ul style="list-style-type: none"> • Knowledge of caretaking • Knowledge of property maintenance • Health and safety 	Essential Desirable Desirable	Via interview
Skills & Competencies: <ul style="list-style-type: none"> • Communication skills, able to communicate at all levels • Prioritisation skills and ability to manage own workload • Ability to work flexibly • Team player • Able to negotiate 	Essential Essential Essential Essential Desirable	Via interview
Personal Attributes: <ul style="list-style-type: none"> • Self-motivated • Ability to make decisions and use own initiative • Prepared to learn new skills 	Essential Essential Desirable	Via interview
Other: <ul style="list-style-type: none"> • Ability to use Microsoft Word, Excel • Willing to participate in presentations • Ability to drive 	Desirable Desirable Essential	Via interview