

Person Specification

Post: Facilities Manager

Attributes	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> • Relevant Estates, Facilities and Health & Safety professional qualifications and accreditations • Have, or be prepared to work towards IWFM level 3 or 4 (or similar) 	<ul style="list-style-type: none"> • NEBOSH, IOSH managing safely • Facilities management qualification / membership e.g. MIWFM 	<ul style="list-style-type: none"> • Application • Certification
Experience	<ul style="list-style-type: none"> • Values driven • Leadership and management of on-site teams and contractors • Proven experience in facilities management • Sound knowledge of health and safety, fire safety and experience in managing estates compliance • Budget management experience, including planning and monitoring expenditure 	<ul style="list-style-type: none"> • Working in an inner-city area of high deprivation • Experience in an educational setting • Experience of working in shared / business services setting 	<ul style="list-style-type: none"> • Application • Interview
Knowledge and skills	<ul style="list-style-type: none"> • Strong knowledge of health and safety and estates regulations, including experience in managing compliance • Excellent communication and interpersonal skills • Can hit the ground running and build credibility • Strong analytical and problem-solving abilities • Ability to work independently and as part of a team • Commitment to safeguarding • Microsoft Office, especially Excel, Outlook and Word 	<ul style="list-style-type: none"> • Understanding of what makes a Dixons academy different and successful • Knowledge of sustainability practices and energy management 	<ul style="list-style-type: none"> • Application • Interview • References
Character	<ul style="list-style-type: none"> • Strong moral purpose and drive for improvement • Mission-aligned • Humble and kind • Motivated, enthusiastic and flexible • Excellent interpersonal skills • Good sense of humour • Desire to develop yourself • Ability to give, receive and act on feedback • Strong attention to detail • Ability to work under pressure • Commitment to the full life of the academy 		<ul style="list-style-type: none"> • Application • Interview • References