



PERSON SPECIFICATION

Colmers School & Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Job title:	Facilities & Health & Safety Manager
Department / Location:	Facilities Team
Accountable to:	The School Business Manager

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> Recognised Facilities or Health & Safety management qualification NEBOSH or equivalent qualification 	<ul style="list-style-type: none"> Educated to degree level 	<i>Application Form</i>
Skills and Abilities	<ul style="list-style-type: none"> Able to deliver value for money initiatives. Able to lead teams and individuals. Able to influence decision an operational level Able to effectively manage school projects 	<ul style="list-style-type: none"> Understanding of educational facilities issues. Understanding of promoting positive relationships within the wider school community. 	<i>Application Form Interview Presentation</i>
Experience	<ul style="list-style-type: none"> Managing school facilities at a management level Managing facilities budgets Managing educational change projects Significant experience of managing health and safety in schools. Project management of building works Managing and reviewing external contracts and suppliers 	<ul style="list-style-type: none"> Facilities management within a secondary education environment. Managing at a middle management level. 	<i>Application Form References</i>
Knowledge	<ul style="list-style-type: none"> Able to deliver services and systems applicable for effective school management. Able to use a range of ICT packages. Health and safety obligations in an education setting. 	<ul style="list-style-type: none"> Extensive knowledge of Health & Safety and facilities management in schools 	<i>Application Form Interview</i>
Other Requirements	<ul style="list-style-type: none"> Able to work flexibly, and to attend meetings and INSET days as required Ability to work under pressure and meet deadlines. Willingness to constructively challenge the work of self and others to continually improve own and team performance. The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English is essential for the post. 		<i>Interview</i>

