



Highclare School

Facilities Manager Person Specification

Essential Skills Required:

- HNC / HND in Facilities Management or equivalent
- NEBOSH qualification
- Significant relevant experience.
- Good standard of literacy and numeracy.
- Experience of negotiation with suppliers and contractors to ensure best value is always obtained.

Desirable Skills Required:

- Institute of Workplace and Facilities Management (IWFM) Level 4 Award.
- Previous experience of supervising staff.
- Previous experience in a school.
- Previous experience of managing a budget.
- Good knowledge and ability to use MS Office.
- Ability to undertake a range of maintenance tasks.
- Ability to prepare and present reports.
- Ability to prioritise own workload and that of team members
- Ability to lead and motivate a team effectively
- Ability to work on own initiative and make decisions.
- Ability to work under pressure.