

**Building Services Manager  
PERSON SPECIFICATION  
December 2017 for February 2018  
Grade 3**

Assessment focus: - blue shading

- 1 Written application      2 Documentary evidence      3 Interview process      4 References

EDUCATION AND PROFESSIONAL QUALIFICATIONS	Essential/Desirable	Assessment focus			
		1	2	3	4
City and Guilds (Cleaning Techniques)	Essential				

EXPERIENCE AND KNOWLEDGE					
Experience in caretaking and cleaning work	Essential				
Knowledge of maintenance and cleaning techniques	Essential				
Organisation of work	Essential				

SKILLS					
Self-reliant	Essential				
Able to motivate self and staff	Essential				
Able to communicate with other members of staff	Essential				
Flexible approach/attitude	Essential				
Able to deal with emergency situations	Essential				
Able to accept instruction from Headteacher, Facilities Manager and Business Manager as appropriate	Essential				

OTHER					
Available for duty as necessary during opening hours of establishment	Essential				
Flexibility towards working hours and tasks undertaken to suit the needs of the school	Essential				
Commitment to equal opportunities	Essential				
Commitment to best practice in safeguarding and health and safety	Essential				
Commitment to equalities and inclusion in policy and practice	Essential				
High quality communication skills – clearly and effectively to a range of audiences	Essential				
Ability to build and maintain good relationships	Essential				
Commitment to ensuring that all our pupils are safeguarded	Essential				