

**Person Specification: Buildings Manager**

<b>Essential</b>	<b>Desirable</b>
<b>Qualifications, Experience &amp; Training</b>	
<p>Proven experience of managing and developing staff.</p> <p>Proven experience of managing contractors and other professionals.</p> <p>Proven experience of project management e.g. best practice, value for money.</p> <p>Proven experience and ability to delivery complex projects on time and in budget.</p> <p>A high level of practical and procedural knowledge in the specialist area of building management.</p> <p>Experience in assessing standards and meeting performance targets.</p> <p>Good levels of English and Maths.</p> <p>Competent in use of IT to develop efficient systems of work.</p> <p>Appropriate health and safety and buildings management qualifications.</p>	<p>Experience of property and grounds management.</p> <p>Experience of property and grounds maintenance, planning and scheduling.</p> <p>Experience of financial management and budget monitoring.</p> <p>Experience of dealing with members of the public.</p> <p>Membership of relevant Professional Institution.</p> <p>Professional Building / Property Maintenance qualification.</p> <p>Experience of working in a school.</p>
<b>Personal Characteristics</b>	
<p>A good team player.</p> <p>Calm and patient under pressure.</p> <p>Hard working, energetic and enthusiastic.</p> <p>Adaptable and flexible.</p> <p>Willing to learn.</p>	<p>Commitment to further their own professional development.</p> <p>Self-aware &amp; perceptive.</p> <p>Well organised.</p>

<b>Skills</b>	
<p>Track record of managing people.</p> <p>Good interpersonal skills.</p> <p>Good planning and managing skills.</p> <p>Ability to build positive relationships with a wide range of people.</p> <p>Ability to deal with people in a professional, assertive and diplomatic manner.</p>	<p>Ability to prioritise, plan and implement appropriately.</p> <p>Ability to represent school on behalf of Head Teacher.</p>
<b>Knowledge and Understanding</b>	
<p>Knowledge of Health &amp; Safety legislation.</p> <p>Knowledge of Fire regulations.</p> <p>Knowledge and understanding of building construction.</p>	<p>Knowledge of local government and committee processes.</p>