**The Bourne Academy Personal Specification**

**Title of Post: Facilities Supervisor**

**Personal Specification:**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * GCSE A\*-C or equivalent in English and Maths | * Microsoft Certified Professional in Windows 7, 8.1 or 10 |
| **Experience** | * Supporting, troubleshooting and resolving site issues * Supervising Teams | * Experience working in an education environment * Experience in providing high standards of customer care * Experience of troubleshooting |
| **Knowledge** | * Ability to instruct, supervise and co-ordinate the work of in-house facilities team, on-site engineers and visiting maintenance engineers and contractors * Knowledge of building management systems * Project manage minor office moves and improvements * Carry out regular health and safety inspections and complete risk assessments as required by Business Director * Ability to operate and maintain accurate record and information systems * Ability to contribute to the development of the service | * Ability to compile and evaluate financial information including budgets, recharges, estimates, fuel and utilities usage, insurance claim cost monitoring and reconciliation |
| **Skills and Abilities** | * Ability to work on own initiative and prioritise workload * Demonstrate practical knowledge and problem-solving strategies * Excellent verbal and written communication skills * Sensitive to the different levels of expertise in the school * Systematic and organised approach to work and able to work to deadlines | * Ability to plan and execute small scale projects |