**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
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| **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
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| **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
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| **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
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