



Person Specification

Essential requirements are those, without which, the candidate would not be able to fulfil the responsibilities of the role. It is expected that the post holder will have the knowledge and qualifications indicated or their equivalent.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Professional qualifications	Essential	Desirable	Evidence
Educated to GCSE level	✓		Application and documents
Qualifications in facilities management	✓		
Qualifications in Health and Safety	✓		
Qualifications in trade related industry (IOSH / NEBOSH)		✓	
Professional experience	Essential	Desirable	Evidenced
Experience of line managing staff	✓		Application
Experience in facilities management and compliance	✓		Interview
Experience of Health and Safety responsibility	✓		References
Experience of managing a budget		✓	
IT literate with experience of writing reports, completing Health & Safety administration	✓		
Experience in a trade such as plumbing, electricity, plastering etc. or construction skills		✓	

Personal skills	Essential	Desirable	Evidenced
Able to understand and implement HCC and school policies and procedures	✓		Interview
Commitment to safeguarding and promoting the welfare of our students	✓		References
Able to manage a small team.	✓		



Testbourne Community School

Ability to communicate with people professionally and effectively to gain a positive outcome.	✓		
Ability to work under pressure and prioritise tasks effectively	✓		

Personal attributes	Essential	Desirable	Evidenced
Keen to support the values, vision, ethos and culture of the school, recognising the needs of students, staff and the community.	✓		Interview References
Reliable and punctual	✓		
Strong working ethos with a pro-active, positive, enthusiastic and flexible approach.	✓		
Shows attention to detail	✓		
Takes genuine pride in delivering a professional job	✓		