

Person Specification

Job Title	Estates, Facilities & Health and Safety Lead
Salary/Grade	RSW Scale 6 (£38,000)
School Name	The Royal School
Location	Penn Rd, Wolverhampton WV3 0EG
Reporting to	Principal
Responsible for	Estates & Maintenance Team, Domestic and Laundry Team, Community Facilities & Events, Catering

Requirements	Essential	Desirable	How assessed
Education & Qualifications			
Facilities Management qualification at least Level 5	✓		Certificate
HNC Business Management or equivalent	✓		Certificate
Health & Safety Qualification at least Level 5 / Diploma (<i>not IOSH</i>)	✓		Certificate
Member of IOSH – minimum Graduate level		✓	Membership card
Member of BIFM – minimum Level 3		✓	Membership card
Relevant experience			
Experience in an estates, facilities and health and management role	✓		Application Interview References
Experience in mechanical and electrical services		✓	Application
Project management experience		✓	Application
Experience of formulating and managing planned maintenance activities	✓		Application
Experience of procurement / tendering processes		✓	Application
Experience of compliance procedures (asbestos, fire, legionella, gas, electrical)	✓		Application Interview
Experience life cycle costing and service regimes		✓	Application
Previous experience of managing contractors		✓	Application
Previous experience of managing a team	✓		Application Interview
Previous experience of working in an Educational establishment	✓		Application
Skills, Knowledge & Abilities			
Well-developed planning and organisational skills	✓		Application Interview
Ability to use initiative and problem solving skills	✓		Application Interview
Ability to communicate effectively both verbally and in writing to staff at all levels, contractors and suppliers	✓		Application

Ability to analyse and interpret data		✓	Application
Ability to work independently and as a team	✓		Application Interview
Ability to work within teams to motivate, enthuse and inspire colleagues	✓		Application Interview
Commitment to school improvement	✓		Application
Ability to delegate and hold others to account	✓		Application
Familiarity with Microsoft Office applications		✓	Application
Disposition			
A flexible attitude towards the role	✓		Application Interview
High standards and expectations in relation to performance	✓		Application
Ability to prioritise own workload to meet agreed deadlines	✓		Application Interview
Is flexible, committed, resilient, positive and enthusiastic in approach including when working under pressure	✓		Application Interview
Easy to get along with	✓		Interview References
General & Specific or Legal knowledge			
Possess a full driving license and have use of vehicle for business purpose and appropriate insurance		✓	Application