

Person Specification

Post	Facilities Team Leader
Department	Facilities
Hours of work	37 hours per week; full time, full year
Hours distribution	37 hours per week (full year) covering the working hours of: 7.30am – 9.30pm Mon and Tues 7.30am – 6.30pm Wed and Thurs 7.30am – 6.00pm Fri 8.00am – 4.00pm Mon – Fri (College Holidays) (Some flexibility required occasionally to work outside normal hours) The above will be worked on a 7.5/7 hour shift basis
Responsible to	Head of Facilities
Working closely with	Facilities Team and appropriate bodies, and all college personnel

E = Essential

D = Desirable

Please ensure that in your application you clearly show how you meet **each item** on the Person Specification. In a situation where the College receives a high volume of applications, the desirable criteria may be used for shortlisting purposes.

	E	D	Method of Assessment
Qualifications & Training			
GCSEs (or equivalent) in English and Maths at Grade C / level 4 or above	✓		Application Form Interview
Commitment to undertake role-specific training (e.g. IOSH, First Aid, Fire Warden)	✓		Application Form Interview
IOSH Managing Safely or NEBOSH General Certificate		✓	Application Form Interview
First Aid at Work certificate		✓	Application Form Interview
Fire Warden / Fire Risk Assessment training		✓	Application Form Interview
IWFM (Level 3 or 4) or trade qualification (plumbing, electrical, joinery)		✓	Application Form Interview
Experience & Background			
Hands-on experience with general building maintenance and repairs	✓		Application Form Interview
Experience dealing with third-party contractors and deliveries	✓		Application Form Interview
Experience using basic IT systems to log work or manage tasks (e.g., helpdesk systems, email)	✓		Application Form Interview
Experience in a supervisory, team lead, or senior caretaker/facilities role		✓	Application Form

Person Specification

Experience working in an educational setting (sixth form, college, or school)		✓	Application Form Interview
Experience supporting a Facilities/Estates Manager with administrative tasks (e.g. POs, logs)		✓	Application Form Interview
Prior experience holding keyholder and emergency call-out responsibilities		✓	Application Form Interview
Skills & Knowledge			
Practical "do-it-yourself" facilities and maintenance skills	✓		Application Form Interview
Ability to supervise staff and organise daily workloads effectively	✓		Application Form Interview
Good awareness of basic workplace health and safety (e.g., manual handling, ladder safety)	✓		Application Form Interview
Clear communication skills (both spoken and written) for interacting with staff, students, and visitors	✓		Application Form Interview
Working knowledge of statutory compliance (e.g. Legionella, COSHH, Fire Safety logs)		✓	Application Form Interview
Familiarity with Building Management Systems (BMS) or central heating controls		✓	Application Form Interview
Understanding of safeguarding policies within an educational environment		✓	Application Form Interview
Personal Qualities			
Proactive, practical, and willing to tackle tasks big or small	✓		Application Form Interview
Dependable and calm under pressure during site issues or emergencies	✓		Application Form Interview
Approachable and customer-focused attitude when dealing with staff and students	✓		Application Form Interview
Able to work flexibly to meet college operational needs (e.g. open/close shifts)	✓		Application Form Interview
Holds a clean, valid UK driving licence		✓	Application Form Interview
Resident locally within reasonable distance for emergency keyholder response		✓	Application Form Interview
Sensitive to the ethos of the College	✓		Application Form Interview
A strong commitment to safeguarding and promoting the welfare of young people	✓		Application and Interview
Must be able to satisfy requirements for Enhanced DBS checks	✓		Application and Interview