



Blessed John Henry Newman RC College

Facilities Manager - Person Specification

This school, Blessed John Henry Newman RC College, is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The applicant will be required to safeguard and promote the welfare of children and young people.

Source Key: A = Application Form I = Interview R = References CC = Checking Certificates

[A] Training and Qualifications

	Essential or Desirable	How/when measured?
Management/Business Degree or equivalent professional qualification (qualifications below degree level will be considered if applicant can demonstrate appropriate experience and evidence of continuous professional development)	D	A (Certificate)
Other training/qualifications relevant to the post – for example, Facilities Management, IOSH/NEBOSH Health & Safety qualification	D	A/I

[B] Experience Leadership/Management

	Essential or Desirable	How/when measured?
Experience of facilities/premises management	E	A/I/R
Leadership/management experience	E	A/I/R
Management of effective relationships with a range of agencies/service providers, negotiating & planning projects and holding providers to account	E	A/I/R
Initiating, planning & delivering projects within an organisation/institution	E	A/I/R
Management/oversight of catering functions	D	A/I

[C] Professional Knowledge and Understanding

Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to the phase and to Catholic education:

	Essential or Desirable	How/when measured?
The management of resources, staff and premises	E	A/I/R
Knowledge of PFI contracts	D	A/I
Effective line management of staff	E	A/I/R
Knowledge/awareness of tendering processes and contract management	D	A/I/R
Health and safety requirements and processes for monitoring and reporting	E	A/I
Knowledge of statutory obligations in terms of buildings, health & safety	E	A/I
Knowledge and understanding of the process of risk assessment	E	A/I

[D] Personal and Professional Skills, Qualities and Attributes

Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post. These qualities may be demonstrated in a letter of application, however, it is more likely that they will be more fully assessed during the interview process and from the references. Within the context of a Catholic school applicants should:

	Essential or Desirable	How/when measured?
Highly developed interpersonal skills	E	A/I/R
Build and maintain effective relationships with colleagues, stakeholders and students	E	I/R
Be self-motivated with a strong work ethic	E	A/I/R
Be a leader who has professional credibility and stature	E	I/R
Demonstrate project management skills	E	A/I/R
Demonstrate strong literacy, numeracy and IT skills	E	A/I/R
Demonstrate strong organisational and record keeping skills	E	A/I/R
Think strategically to contribute to a whole school objectives	E	I/R
Prioritise, plan and organise themselves and others	E	I/R
Think creatively to anticipate and solve problems	E	A/I/R
Develop effective teamwork	E	I/R
Demonstrate ability to work under pressure in order to meet deadlines and solve problems	E	A/I/R
Genuine commitment to providing the best educational environment for students	E	I/R

[E] Confidential References and Reports

A positive and supportive faith reference from a priest where the applicant regularly worships.	D	I/R
Positive recommendation from all referees, including current employer.	E	I/R

[F] Application Form and Supporting Statement

The form must be fully completed and legible. The letter should be clear, concise and related to the specifics of the post identified as 'A' above.

Regardless of guidance on the CES Leadership Application Form, the governors wish your supporting statement to be no more than 3 sides of A4, Arial point 11

NORTH WEST DIOCESAN STATEMENT ON EQUAL OPPORTUNITIES IN EMPLOYMENT

The principle of equal opportunity for all is consistent with social justice and with the Christian ideal of recognising the dignity and worth of all who work or wish to work in our schools. The governing body is therefore committed to employment procedures which comply with civil law and do not discriminate on grounds of age, gender, race, colour, nationality, religion, sexual orientation, ethnic origin or disability.

We recognise and value the current and future contribution to our school of staff who while not sharing our Catholic faith make a strong and sincere commitment to the school's Christian values and Mission Statement.

Some teaching posts include specific responsibility for providing leadership and direction in the religious life and Catholic identity of the school. In other appointments, where two or more candidates for teaching posts are equally strong in the context of the criteria for appointment, preference may be given to a candidate who is Catholic.

In addition, the governing body recognises that the school and our Catholic teachers are called to be witnesses to Christ's teachings. We therefore reserve the right as employers to take into consideration any personal behaviour or circumstances which are outside the recognised norms of the Church and which are genuinely within an individual's control. In doing so, we will seek always to give witness to the Christian pastoral principles of love, respect and reconciliation.