

PERSON SPECIFICATION

Job Title: Building Services Manager

Job No:

Grade: GR3

Division:

No of Post: 1

Section:

Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

CRITERIA	ESSENTIAL	DESIRABLE
EXPERIENCE (Relevant work and other experience)	<ul style="list-style-type: none"> • Experience in caretaking and cleaning work. • Knowledge of maintenance and cleaning techniques. • Organisation of work. • Organisation and control of staff (where appropriate). 	<ul style="list-style-type: none"> • Experience of caretaking and cleaning work as either full-time BSS/ Shift Supervisor or part-time BSS.
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	<ul style="list-style-type: none"> • Self reliant. • Able to motivate self and staff. • Able to communicate with other members of staff. • Flexible approach/ attitude. • Able to deal with emergency situations. • Able to accept instructions from Headteacher or Bursar/Business Manager as appropriate. 	
TRAINING		<ul style="list-style-type: none"> • Relevant training
EDUCATION/ QUALIFICATIONS NB Full regard must be paid to overseas qualifications		<ul style="list-style-type: none"> • City and Guilds (Cleaning Techniques). • NEBSS Manual Supervisors Course. • • Recruitment and Selection

		<p>Course.</p> <ul style="list-style-type: none"> • GCSEs in English and maths
OTHER	<ul style="list-style-type: none"> • Available for duty as necessary during opening hours of establishment. • Good health record. 	<ul style="list-style-type: none"> •
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Enthusiastic and optimistic • Dedicated to improving children's lives and opportunities • Ambition and drive for children to achieve their very best • To be able to reflect on own practice and to be self-critical • Promotion of positive strategies and constructive handling of issues. 	
CONTRA INDICATION		

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY