



WESTMINSTER SCHOOL

Interim Head of Facilities Management – person specification

	Criteria	Essential	Desirable
Qualifications/Professional Development	Formal education to A-Level (or equivalent)	Yes	
	Any other qualifications specific to the role		Yes
Knowledge/Experience	Proven experience in operations or facilities management, ideally within an educational or complex multi-site environment	Yes	
	Proven success in managing diverse operational staff and developing a positive and inclusive culture, with appropriate support from HR	Yes	
	Sound knowledge of health & safety, fire safety, and security best practices	Yes	
	Experience managing service contracts and budgets	Yes	
	Experience in managing a vehicle fleet and relevant regulatory requirements	Yes	
	Knowledge of safeguarding		
	An understanding of, and commitment to, the School's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of the work		
Skills and abilities	Strong leadership and team management skills, with the ability to motivate and develop staff	Yes	
	'Can do' attitude, personal resilience, problem-solving mindset and commitment to continuous improvement, with evidence of consistently excellent stakeholder feedback	Yes	

	Excellent organisational, communication, and stakeholder engagement abilities	Yes	
	Ability to respond effectively to incidents and emergencies quickly and efficiently when they arise	Yes	
	Commitment to upholding the values and standards of Westminster School	Yes	