

Interview notes for Administration and Facilities Officer

OFFICE USE ONLY

POST	Administration and Facilities Officer
DATE	
PANEL	
CANDIDATE	
INTERVIEWER	
TOTAL SCORE 1 – does not adequately meet the criteria 2 – partially meets the criteria 3 – fully meets the criteria	

INTRODUCTION

- Welcome the candidate.
- Introduce the panel members and their job roles.
- Explain the format of interview and when the candidate can expect to hear the outcome.
- It is helpful to give a brief explanation of the aim and context of the role.

QUESTIONS

#	QUESTION	ANSWER	SCORE
1	Tell us what you know about The Write Time		
2	Please outline your professional experience, identifying what makes you a strong candidate for the post		

3	<p>How do you ensure that a school or workplace remains safe, secure, and well-maintained?</p>		
4	<p>Have you managed contractors or maintenance works before? Can you give an example of how you handled an urgent repair issue?</p>		
5	<p>A boiler breaks down in winter, and the heating is not working—what would be your immediate actions?</p>		
6	<p>A member of staff reports a health & safety concern. What would you do?</p>		
7	<p>A young person discloses to you that he has stashed a gun outside school and does not want you to tell anyone. Describe what you will say and do?</p>		

8	<p>What is your understanding of GDPR/ data protection, and why do you think this is important in a school environment?</p>		
9	<p>Can you please give examples of where your administrative duties have had measurable impact on your place of work. E.g. budget forecasting/ data analysis/ etc.</p>		
10	<p>In what ways have you worked with your team to increase productivity?</p>		
11	<p>What transferable skills from your previous role would you be able to apply to this role?</p>		
12	<p>Tell us about a success story that you are proud of?</p>		

13	Can you please give a breakdown of your MIS experience and training		
14	Do you have any questions for us?		
15	AOB		

SUMMARY

- Ask candidate whether they are still interested in the post.
- Tell them that we hope to let them know by the end of the week.
- Ask them what their notice period is.
- Ask them whether they have a current DBS and whether there is anything on it that we need to be aware of?
- Permission to contact referees?
- 25 days' holidays.
- Statutory sick pay offered only.

FURTHER NOTES

Please ensure that the form is completed as fully as possible for equal opportunities and feedback purposes. Please also note that under the Data Protection regulations candidates may request to see copies of their interview notes. Therefore, it is important to be mindful of what is written down.



The recruiting manager is responsible for advising the HR department as soon as possible after the interviews of the outcome. The recruiting manager is also responsible for ensuring that all copies of CVs and assessment sheets are returned confidentially to the HR department.