

Person Specification for the post of Estates Manager

The Estates Manager should have:

1) Education and Training:

	Essential / Desirable	Method of Assessment
<ul style="list-style-type: none"> 5 GCSE's including English and Maths GCSE at Level 4 (Previous Grade C) or above. Hold a First Aid qualification, or be willing to undertake this immediately. IOSH Managing Safely qualification Health and Safety qualification – NEBOSH – Minimum Level 3 Business Management qualification (DSBM) 6) Health and Safety qualification – NEBOSH, Level 4. 	E E E E D D	Application / Interview

2) Relevant Experience:

	Essential / Desirable	Method of Assessment
<ul style="list-style-type: none"> Proven experience of operational premises management. Experience of leading, managing and motivating a team. Experience of liaising with internal teams and contractors, and maintaining high standards of quality. Excellent organisation skills and the ability to work to strict deadlines. Experience of managing a varied workload with regular interruptions and changing priorities. Excellent leadership and management skills. A working knowledge of relevant health and safety processes and understanding of CDM regulations. A working knowledge of school buildings compliance, plant machinery and Health and Safety requirements for schools. Experience of working with, or supporting, senior leaders in schools. Experience of working in a school setting, Local Authority, or similar. Experience of managing high value projects, preparing, evaluating and awarding contracts via a tender process. 	E E E E E E E D D D D	Application/Interview/ References

3) Aptitude and Skills:

	Essential / Desirable	Method of Assessment
<ul style="list-style-type: none"> High level of accuracy and attention to detail. Good communication skills, both verbal and written. Ability to effectively use Microsoft packages such as Word, Outlook, Excel and PowerPoint, and other IT systems. Ability to produce accurate records and reports in a timely manner to meet deadlines. Self-motivated with the ability to make decisions and work on own initiative. Set and achieve demanding performance targets to effectively manage identified under performance. Promote a positive ethos and role model positive attributes. Ability to adapt own approach in accordance with staff needs. Calm under pressure with a friendly, approachable and professional manner. High expectations of self and others. Openness to change and to learning new skills. Proven track record of managing projects and having a demonstrable impact on the estate and improving service. Demonstrates an ability to be work collaboratively, using creativity to solve difficult issues. 	All essential	Application/Interview/ References

4) Personal Qualities to include:

	Essential / Desirable	Method of Assessment
<ul style="list-style-type: none">• To be an active member of multiple teams, supporting all academies within the trust.• Ability to work flexibly, outside of normal working hours if required.• Demonstrates a professional manner at all times.• A proven record of managing internal stakeholders and build effective relationships.• Ability to contribute to the Christian ethos in the Trust.• To be reliable and conscientious with a commitment to CPD in line with the needs of the academy and trust.• A commitment to working as part of the whole school/Trust team and support the vision and aims of the Academy.• Ability to work flexibly to meet the demands of the role and willingness to travel to academies within the trust.	All essential	Application/Interview