**Trust Estates Manager - PERSON SPECIFICATION**

**GRADE 7**

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|  | **Essential Criteria** | **Desirable Criteria** | **Measured By** |
| **Education and Qualifications** | * Good standard of education, ideally NVQ or equivalent at Level 4 * NEBOSH/IOSH (other H&S qualifications considered) * First Aid qualification (training can be provided) * Full clean driving license (MIDAS training can be provided) * Estate or facilities management experience * Demonstratable construction project management experience | * Professional qualification such as HND in a building related discipline * Qualification in construction project management or CDM * Recognised trade, carpentry, electrical, decoration or other relevant trade * Experience of working within a school setting * Pool Plant qualification or willingness to work towards | Application Form  Certificate Check |
| **Knowledge and Experience** | * Leadership and organisational skills * Experience of team building and management * Good IT skills - particularly Word, Excel, outlook, and TEAMS. * Good written and oral communication skills * Experience of caretaking/repairs/maintenance and cleaning * A knowledge of good security practices * Experience of working in partnership with a range of stakeholders * Manage Health and Safety statutory compliance * Experience in writing risk assessments and managing risk in a work environment | * Awareness of construction development and property management such as legionella and asbestos control * Knowledge of environmental issues * Knowledge of first aid procedures * Experience of education sector, understanding school policies and procedures |  |
| **Skills and Abilities** | * Ability to respond flexibly to operational needs * Ability to develop and maintain appropriate work relationships * Good communication skills * Ability to make clear judgements and assess potential problems * Track record of multi-tasking, priortising effectively, meeting deadlines and targets * Able to operate effectively as a member of a team and provide support to others. * Able to lead, manage and motivate a team * Ability to relate well to staff, governors, students and other users and to be assertive when necessary * Self-motivated * Able to deal calmly and effectively with emergencies and potentially difficult situations * Able to complete tasks or keep others task orientated * Flexible – prepared to work some hours outside of normal working hours on occasions | * Can assess both operation and strategic risks |  |
| **Other** | This post is exempt from the Rehabilitation of Offenders Act 1974. An enhanced Disclosure and Barring Service check will be required prior to appointment | | DBS Disclosure |