**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 FormCertificate 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
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| **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
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| **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 |