



THE KING'S SCHOOL ESTATE MANAGER - Person Specification

Experience/qualifications	
Essential	Desirable
<ul style="list-style-type: none"> • Be working towards, already achieved or be prepared to work towards a nationally recognised health and safety qualification. • Excellent numeracy and literacy skills. • Experience of working with a range of contractors. • Experience in handling the various tools and equipment required for maintenance work. 	<ul style="list-style-type: none"> • Member of BIFM/IOSH or working towards a facilities management qualification; NEBOSH certificate level or above. • Experience of managing staff. • At least two years' experience in facilities and estates management. • Experience of managing cleaning, security and grounds maintenance services. • Experience of designing and managing a rolling programme of maintenance.
Knowledge and skills	
Essential	Desirable
<ul style="list-style-type: none"> • Knowledge and understanding of key issues relating to estate management. • Knowledge and understanding of health and safety requirements. • Knowledge and understanding of risk and risk assessments. • IT literate including experience in using Microsoft Office, particularly Excel and the internet. • Excellent attention to detail with the ability to ensure that an up-to-date record of work undertaken is kept. • Ability to organise one's own work, prioritise tasks and keep to deadlines. • Ability to be flexible and respond effectively to the 'unexpected'. • Excellent interpersonal and customer service skills, with the ability to communicate effectively with a diverse range of people, establishing and maintaining effective working relationships. • Commitment to professional development. • Ability to supervise a team of facilities management staff and develop a team approach. 	<ul style="list-style-type: none"> • Experience of biomass systems. • Experience of legionella and asbestos control systems. • Experience as an Educational Visits Coordinator (EVC).
Interpersonal skills	
Essential	
<ul style="list-style-type: none"> • Tact and diplomacy in all interpersonal relationships with the public, students, colleagues at work. • Act with integrity and honesty at all times. • Self-motivation and personal drive to complete tasks to the required timescales and quality standards. • The flexibility to adapt to changing workload demands and new challenges in the school. • Comfortable working within a team setting and contributing fully. • Personal commitment to continuous self-development. • Personal commitment to culture of continuous service improvement. • Personal commitment to the school's professional standards. • Ability to work independently and to tight deadlines and remain calm under pressure keeping things in perspective. • Flexible, proactive, and able to work under pressure. • A sense of humour and a positive outlook. • Displays commitment to the protection and safeguarding of children and young people. 	
Special circumstances	
Essential	
<ul style="list-style-type: none"> • Some attendance at meetings outside normal hours. • Preparedness to work limited unsocial hours as part of shift pattern of covering extended opening hours. 	