

Person Specification

Post: Estates and Compliance Manager

Attributes	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> ● 5 GCSEs including Maths and English Grade C/4 or above ● NVQ4, Diploma or equivalent in Building or Facilities Management ● Working towards or already achieved a nationally recognised Health and Safety qualification 	<ul style="list-style-type: none"> ● Working towards, or willing to work towards a NEBOSH certificate level or above ● A Level and/or equivalent Level 3 qualification ● Degree educated 	Application Certification
Experience	<ul style="list-style-type: none"> ● Evidence of leadership of diverse teams across a large organisation ● Significant facilities management experience in a similar role ● Experience in Health and Safety management, operations and responsibility ● Experience of managing a team ● Experience of delivering services to meet customer needs ● Experience of working to tight timescales 	<ul style="list-style-type: none"> ● Experience of managing premises in a multi-site group complex organisation ● Experience of working with a range of contractors on capital and/or maintenance projects ● Experience of design and managing a rolling programme of maintenance ● Experience of managing cleaning, security and grounds maintenance services ● Experience of delivering projects across estates ● Experience of working in a school, academy, trust or other educational based background ● Practical building or maintenance skills 	Application Interview
Knowledge and Skills	<ul style="list-style-type: none"> ● Knowledge and understanding of Health and Safety requirements ● Knowledge and understanding of Building Management Systems ● Excellent customer service skills and the ability to understand the needs of the business ● Excellent organisational and time management skills and the ability to prioritise work 		Application Interview References

	for yourself and others <ul style="list-style-type: none"> ● Ability to disseminate knowledge and good practice to other members of staff 		
Personal Qualities	<ul style="list-style-type: none"> ● An excellent record of attendance and punctuality ● Ability to relate to and communicate with a wide range of people with a calm and courteous manner ● Self-motivation and personal drive to complete tasks to the required timescale and quality ● Commitment to continuous self-development including undertaking qualifications in key areas ● Self-awareness ● Reliability, integrity and stamina ● Resilience and perspective 		Application Interview References
Other	<ul style="list-style-type: none"> ● Commitment to safeguarding and protecting the welfare of children and young people ● Commitment to equality and diversity ● Commitment to Health and Safety ● Essential car user 		Application Interview References