



Estate and Facilities Manager

Person Specification

Qualifications and Training

- Relevant facilities or estates management qualification (e.g. IOSH, NEBOSH) – IOSH desirable; minimum demonstrable knowledge of health and safety legislation and procedures.
- Evidence of ongoing professional development and a commitment to continued training.
- Relevant qualifications regarding pool maintenance – desirable.

Experience

- Experience in managing premises or estates
- Experience leading, motivating, and developing a team.
- Experience managing resources.
- Experience overseeing contractors and managing maintenance schedules.

Skills and Knowledge

- Strong communication and interpersonal skills (diplomacy, confidentiality, sensitivity).
- A good level of ICT skills with sound knowledge of Microsoft products and other relevant software.
- Excellent organisational, strategic, and planning skills.
- Good knowledge of health and safety legislation and compliance requirements.
- Ability to work under pressure and meet deadlines.
- Ability to adjust to changing priorities and respond proactively.

Personal Qualities

- Proactive, with a focus on operational success and a 'pitch in' attitude.
- High levels of organisation and efficiency.
- Understanding of the Christian ethos and values of the school.
- Demonstrable respect for young people through positive attitudes and behaviour.
- Ability to maintain confidentiality and professionalism at all times.