



Devonport High School for Girls

Person Specification

ESTATES' MANAGER

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Recognised building trade qualification or apprenticeship, or equivalent experience Good numeracy and literacy skills Basic ICT skills 	<ul style="list-style-type: none"> Certificate in or willingness to undertake the following training: <ul style="list-style-type: none"> Minibus driving First aid PAT testing Asbestos Awareness
Experience and Job Knowledge	<ul style="list-style-type: none"> Experience of maintenance work in a professional capacity 	<ul style="list-style-type: none"> Understanding of security Previous estates management experience Previous supervisory experience Knowledge of relevant Health and Safety legislation
Job-related Abilities	<ul style="list-style-type: none"> Good DIY skills Ability to work as part of a team and on own initiative Good organisational skills Ability to complete basic paperwork (e.g. requisition forms, fault reports) Responsible, honest and reliable Stay calm in an emergency, for example of there is a break-in or fire Be able to interpret technical information and to work within corporate policies Able to work on their own (including as a lone worker) and capable of supervising people Good interpersonal skills Good communication skills Ability to develop and maintain good relationships with colleagues and external agencies Able to work flexible hours Work constructively as part of a team, understanding school roles and responsibilities and your own position within these 	<ul style="list-style-type: none"> Ability to carry out minor building repairs Able to work in a school environment with 100 staff and 850 young people To be willing and able to meet the physical demands of the post To have excellent records of attendance and reliability
Physical Requirements	<ul style="list-style-type: none"> Ability to move load up to 25 kilos Ability to work at heights 	

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