



Estate Manager Person Specification

The following are essential or desirable characteristics associated with the post above at Ermysted's Grammar School. Evidence will be drawn from the application form or explored at interview.

	Essential	Desirable
Qualifications Good standard of secondary education Clean Driving Licence Evidence of further relevant qualifications or training (e.g. NEBOSH, ISOH, etc.) Evidence of recent professional development	✓ ✓ ✓	✓
Experience Previous experience in a related role Managing contractors servicing equipment and facilities Submission of planning applications for construction / alteration works Project management in the delivery of construction / alteration works Working with and directing professional advisors (e.g. architects / surveyors) Experience of working in an educational setting	✓ ✓ ✓ ✓ ✓	✓
Knowledge Contract management Understanding of COSHH Knowledge of Health & Safety legislation and associated working practices Knowledge of planning regulations Knowledge of maintenance, site security, stock control, safe manual handling	✓ ✓ ✓ ✓ ✓	
Skills Ability to converse fluently in English Ability to maintain appropriate relationships and personal boundaries with pupils Capabilities in buildings and ground maintenance Good communication, organisational and interpersonal skills Ability to use ICT effectively An ability to build positive working relationships with colleagues An ability to work effectively as part of a team and to work independently	✓ ✓ ✓ ✓ ✓ ✓ ✓	
Other Ability to work hard, prioritise deadlines and maintain high personal standards A commitment to high levels of attendance / occasional flexibility in working hours A demonstrable commitment to equal opportunities A recognition of the importance of personal responsibility for Health and Safety A willingness to engage fully with continuing professional development Ability to think creatively and show initiative Commitment to safeguarding and promoting the welfare of pupils Physical fitness to match the needs of the role Willingness to be flexible and work in the best interest of the school	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work commensurate with the level of responsibility of the role not specifically referred to above.

Ermysted's Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be expected to undergo enhanced DBS clearance.