Person Specification

HUB ESTATES MANAGER

Criteria	Essential	Desirable
Qualifications		
Hold recognised training / qualifications associated with premises management.	X	
Significant experience or skills in a trade		X
The ability to understand and apply regulations such as Health and Safety, Manual Handling, COSHH, Legionella etc	X	
The ability to operate and understand electrical / mechanical systems.	X	
Risk assessment experience / qualification	X	
Experience		
Competent at basic building repairs and maintenance	X	
To be able to use small industrial, electrical and mechanical equipment	X	
Site management experience (in particular working across multiple sites)	X	
Knowledge and Skills		
Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post.	X	
Good communication skills.	X	
Excellent numeracy and literacy skills.	X	
Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests.	X	
Competent in working with IT systems and virtually.	X	
Sound planning and negotiating skills.	X	

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Ability to gather information, analyse data and problem solve.	X	
Ability to manage own time effectively and demonstrate initiative establishing priorities.	X	
Ability to manage people directly and indirectly.	X	
Ability to adhere to the schools policies and procedures and most importantly the equal opportunities policy, child protection policy and all health and safety related policies.	X	
Ability to comply with Health and Safety regulations to ensure that all duties are carried out safely.	X	
Personal Qualities		
Ability to be flexible and work as part of a team or individually as required.	X	
Ability to contribute to the life of the school.	X	
Ability to adapt to changing and conflicting demands.	X	
Ability to be flexible and work as part of a team or individually as required.	X	
Display systematic and logical approach to variety of tasks necessary for the smooth running of the school.	X	

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