

THE CHERWELL SCHOOL

Opportunity, Responsibility, Excellence

Person Specification – Estates Manager

Qualifications/ Training and Experience	<ul style="list-style-type: none">▪ NVQ Level 3 or 4/HND/Degree in relevant discipline or appropriate experience at senior level▪ National Examination Board in Occupational Safety & Health (NEBOSH) – desirable▪ Good literacy and numeracy skills▪ Management/supervisory experience▪ Experience working in a relevant discipline i.e. Senior caretaking/site keeping experience in school or similar environment▪ Proven experience of a trade skill and/or Health & Safety
Knowledge/Skills	<ul style="list-style-type: none">▪ Good verbal and written communication skills▪ Effective use of ICT▪ Use of appropriate specialist equipment/resources▪ Knowledge of health and safety procedures and precautions, including COSHH regulations and an awareness of health and hygiene procedures▪ Knowledge of moving and handling procedures▪ Ability to communicate with, manage, organise, lead and motivate a team▪ Ability to self-evaluate learning needs and actively seek learning opportunities▪ Ability to relate well to children and adults▪ Ability to write up all relevant paperwork e.g. health and safety documents, reports etc.▪ First Aider – appointed person (Certified or willingness to undertake)▪ Ability to organise own and others work to meet business needs, need to make frequent use of initiative▪ Ability to consult with the Operations Manager (e.g. with regards to awarding of contracts)▪ Full working knowledge of relevant policies/codes of practice/legislation▪ Ability to key hold; attend call outs and be prepared to work outside normal hours▪ An understanding of Health and Safety requirements▪ Ability to take on physically demanding aspects, including manual handling.▪ Full clean driving licence▪ Ability to organise own and others work to meet business needs, need to make frequent use of initiative
Personal Characteristics	<ul style="list-style-type: none">▪ Highly organised▪ Ability to interact well with; staff, students, senior leadership team (SLT), governors, contractors and school hirers▪ Willingness to participate in development and training opportunities

Safeguarding and Wellbeing	<ul style="list-style-type: none">▪ A commitment to safeguarding duty and promoting children's wellbeing in accordance with school guidelines▪ A commitment to support the School Leadership team (SLT) to set a culture which supports the mental health and wellbeing of all members of the community▪ To uphold and promote the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community▪ Desire to take on further/ advanced Safeguarding training and responsibilities (desirable)▪ Evidence of CPD undertaken in this area (desirable)
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September 2021