



## PERSON SPECIFICATION

### Estates Manager

	Essential	Desirable
<b>Qualifications and experience</b>	<p>Relevant professional qualification in estates, facilities management, building surveying, construction management or a related discipline, <b>or</b> demonstrable equivalent senior-level experience.</p> <p>Health &amp; Safety qualification (e.g. NEBOSH, IOSH Managing Safely)</p> <p>Evidence of continued professional development</p> <p>Full, valid driving licence (for multi-site travel)</p> <p>Extensive senior management level experience of managing estates or facilities across multiple sites or large premises</p> <p>Experience of delivering the strategic objectives of an estates and facilities service</p> <p>Experience of large-scale estates or facilities projects</p> <p>Substantial contribution to estate development and utilisation</p> <p>Experience of budget management, procurement, cost control and contract negotiation</p> <p>Proven experience ensuring statutory compliance (e.g. H&amp;S, fire, asbestos, legionella)</p>	<p>British Institute of Facilities Management membership</p> <p>Degree in Estates/Facilities/Building Management or related discipline</p> <p>Experience supporting organisational growth, estate expansion, refurbishment or new-build projects</p> <p>Asbestos Awareness, Legionella Responsible Person, or Fire Safety qualification</p> <p>Project management qualification (e.g. PRINCE2, APM)</p> <p>Experience in the education sector (e.g. schools, academies, or colleges)</p> <p>Experience in strategic estate planning or asset management</p> <p>Experience in sustainability or energy efficiency projects</p>

	<p>Experience of line management and supervision of site staff or contractors</p> <p>Experience developing maintenance schedules and managing capital improvement projects</p>	
<b>Knowledge &amp; Understanding</b>	<p>Experience of managing on-site contractors</p> <p>An understanding of plant maintenance</p> <p>Strong working knowledge of estates-related legislation and statutory requirements in an education or public sector context</p> <p>Sound understanding of health and safety legislation and best practice</p> <p>Knowledge of building services, construction, and maintenance processes</p> <p>Understanding of contract management and procurement procedures</p> <p>Awareness of safeguarding and safer working practices</p> <p>Familiarity with compliance monitoring and record-keeping systems</p>	<p>An understanding of the potential facilities needs of a School</p> <p>Experience of swimming pool maintenance and chemicals</p> <p>Understanding of sustainability and carbon reduction initiatives</p> <p>Familiarity with CAFM or asset management software</p>
<b>Skills</b>	<p>Strong leadership and people management skills with the ability to drive cultural change within a team</p> <p>Excellent organisational and project management ability</p> <p>Ability to translate strategy into operational delivery</p> <p>Proficient IT skills (Microsoft Office, spreadsheets, compliance systems)</p> <p>Ability to interpret technical and regulatory information clearly</p> <p>Effective communication skills, both written and verbal, including negotiation and influencing skills and able to engage effectively with</p>	<p>Experience of working with a Building Management System</p> <p>Ability to draft reports, business cases, and recommendations</p>

	<p>senior leaders, headteachers, governors, regulators and external partners</p> <p>Ability to manage competing priorities in a fast-paced, multi-site environment</p> <p>Analytical and problem-solving skills</p>	
<p><b>Personal qualities &amp; requirements</b></p>	<p>Strategic &amp; operational thinker with a proactive, flexible, and solution-focused approach</p> <p>Integrity, reliability, accountability and attention to detail</p> <p>Commitment to safeguarding, equality, and health &amp; safety</p> <p>Calm under pressure; able to respond to emergencies</p> <p>Collaborative, positive and supportive leadership style, aligned with Trust values</p> <p>Willingness to travel between school sites</p> <p>Willingness to work occasional evenings/weekends</p> <p>Commitment to ongoing training and development.</p>	