

## Person Specification

### Trust Estates Manager

Attributes	Essential	Desirable	How identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Possess GCSE qualifications, including a minimum of grade C / 5 in English and Maths</li> <li>• Full UK driving license and possess a vehicle to travel between schools</li> <li>• Be working towards or already achieved a nationally recognised Health and Safety qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Possess A Level and/or equivalent Level 3 qualifications</li> </ul>	Q/A
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of managing premises in a school or Multi Academy Trust</li> <li>• Evidence of leadership of teams across a medium size organisation</li> <li>• Significant facilities management experience in a similar role</li> <li>• Experience in Health &amp; Safety management, operations and responsibilities including COSHH, RIDDOR etc</li> <li>• Experience of working with a range of contractors on capital and / or maintenance projects</li> <li>• Experience of designing and managing a rolling programme of maintenance</li> <li>• Experience of managing cleaning, security and grounds maintenance services</li> <li>• Experience of delivering capital</li> </ul>	<ul style="list-style-type: none"> <li>• Practical building or maintenance skills</li> </ul>	A/I

Attributes	Essential	Desirable	How identified
	projects across educational estates <ul style="list-style-type: none"> <li>• Experience of managing a team</li> <li>• Experience of delivering services to meet customer needs</li> <li>• Experience of managing competing priorities and working to tight timescales</li> </ul>		
<b>Knowing and Understanding:</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of Health and Safety requirements</li> </ul>		A/I
<b>Management and Teamwork:</b>	<ul style="list-style-type: none"> <li>• Excellent organisational and time management skills and the ability to prioritise work for yourself and others</li> </ul>		A/I
<b>Communicating and Influencing:</b>	<ul style="list-style-type: none"> <li>• Ability to disseminate knowledge and good practice to other members of staff</li> <li>• Ability to relate to and communicate with a wide range of people (staff, external contractors, stakeholders etc.) with a calm and courteous manner</li> </ul>		A/I
<b>Other Skills and Behaviours:</b>	<ul style="list-style-type: none"> <li>• An excellent record of attendance and punctuality</li> <li>• Self-motivation and personal drive to complete tasks to the required timescales and quality standards</li> </ul>		A/I

Attributes	Essential	Desirable	How identified
	<ul style="list-style-type: none"> <li>• Commitment to continuous self-development including undertaking qualifications in key areas</li> <li>• Self-awareness</li> <li>• Sense of humour</li> <li>• Reliability, integrity and stamina</li> <li>• Resilience and perspective</li> <li>• An understanding of, and belief in, the values and ethos of the School and Trust</li> </ul>		

Key

A = Application

D = Documentary evidence

I = Interview

P = Presentation

Q = Qualification certificates

R = Reference

T = Task