

## Person Specification – Estates Manager

Qualifications and Experience	Essential	Desirable
<ul style="list-style-type: none"> <li>Relevant qualification or substantial experience in estates planning project maintenance and or building maintenance</li> </ul>	✓	
<ul style="list-style-type: none"> <li>IOSHH Qualification</li> </ul>		✓
Skills and Knowledge		
<ul style="list-style-type: none"> <li>Substantial experience in facilities management</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Use of ICT to support project management and communication between sites</li> </ul>		✓
<ul style="list-style-type: none"> <li>Knowledge of Health &amp; Safety regulations relating to estates function</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Strong project management experience</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience in organising and managing planned maintenance activities</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Previous experience of managing contractors</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to work as part of a team</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Excellent networking and communication skills</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to train and motivate staff</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Substantial experience in facilities management in a school or MAT</li> </ul>		✓
<ul style="list-style-type: none"> <li>Previous experience of managing contractors across various sites</li> </ul>		✓
Experience		
<ul style="list-style-type: none"> <li>Knowledge of the role of Responsible Officer</li> </ul>		✓
<ul style="list-style-type: none"> <li>Ability to work well under pressure to meet deadlines</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Excellent communication skills with the ability to communicate effectively to a varied audience</li> </ul>	✓	
Personal		
<ul style="list-style-type: none"> <li>Ability to work in a school environment</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Commitment to the Catholic Ethos and the aims of the academy trust</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Able to travel between academy sites</li> </ul>	✓	