**Person Specification**

**Post: Estates and Compliance Manager**

| **Attributes** | **Essential** | **Desirable** | **How identified** |
| --- | --- | --- | --- |
| Qualifications | * 5 GCSEs including Maths and English Grade C/4 or above * NVQ4, Diploma or equivalent in Building or Facilities Management * Working towards or already achieved a nationally recognised Health and Safety qualification | * Working towards, or willing to work towards a NEBOSH certificate level or above * A Level and/or equivalent Level 3 qualification * Degree educated | Application  Certification |
| Experience | * Evidence of leadership of diverse teams across a large organisation * Significant facilities management experience in a similar role * Experience in Health and Safety management, operations and responsibility * Experience of managing a team * Experience of delivering services to meet customer needs * Experience of working to tight timescales | * Experience of managing premises in a multi-site group complex organisation * Experience of working with a range of contractors on capital and/or maintenance projects * Experience of design and managing a rolling programme of maintenance * Experience of managing cleaning, security and grounds maintenance services * Experience of delivering projects across estates * Experience of working in a school, academy, trust or other educational based background * Practical building or maintenance skills | Application  Interview |
| Knowledge and Skills | * Knowledge and understanding of Health and Safety requirements * Knowledge and understanding of Building Management Systems * Excellent customer service skills and the ability to understand the needs of the business * Excellent organisational and time management skills and the ability to prioritise work for yourself and others * Ability to disseminate knowledge and good practice to other members of staff |  | Application  Interview  References |
| Personal Qualities | * An excellent record of attendance and punctuality * Ability to relate to and communicate with a wide range of people with a calm and courteous manner * Self-motivation and personal drive to complete tasks to the required timescale and quality * Commitment to continuous self-development including undertaking qualifications in key areas * Self-awareness * Reliability, integrity and stamina * Resilience and perspective |  | Application  Interview  References |
| Other | * Commitment to safeguarding and protecting the welfare of children and young people * Commitment to equality and diversity * Commitment to Health and Safety * Essential car user |  | Application  Interview  References |