**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
 | ApplicationInterview |
| 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
 |   | ApplicationInterviewReferences |
| 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
 |  | ApplicationInterviewReferences |
| 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
 |  | ApplicationInterview References |