

THE CHERWELL SCHOOL

Kindness, Opportunity, Responsibility, Excellence

Estates Manager Person Specification

Qualifications/ Training and Experience	<ul style="list-style-type: none"> ▪ NVQ Level 3 or 4/HND/Degree in relevant discipline or appropriate experience at senior level ▪ National Examination Board in Occupational Safety & Health (NEBOSH) – desirable ▪ Good literacy and numeracy skills ▪ Management/supervisory experience ▪ Experience working in a relevant discipline i.e. Senior caretaking/site keeping experience in school or similar environment ▪ Proven experience of a trade skill and/or Health & Safety
Knowledge/Skills	<ul style="list-style-type: none"> ▪ Good verbal and written communication skills ▪ Effective use of ICT ▪ Use of appropriate specialist equipment/resources ▪ Knowledge of health and safety procedures and precautions, including COSHH regulations and an awareness of health and hygiene procedures ▪ Knowledge of moving and handling procedures ▪ Ability to communicate with, manage, organise, lead and motivate a team ▪ Ability to self-evaluate learning needs and actively seek learning opportunities ▪ Ability to relate well to children and adults ▪ Ability to write up all relevant paperwork e.g. health and safety documents, reports etc. ▪ First Aider – appointed person (Certified or willingness to undertake) ▪ Ability to organise own and others work to meet business needs, need to make frequent use of initiative ▪ Ability to consult with the Operations Manager (e.g. with regards to awarding of contracts) ▪ Full working knowledge of relevant policies/codes of practice/legislation ▪ Ability to key hold; attend call outs and be prepared to work outside normal hours ▪ An understanding of Health and Safety requirements ▪ Ability to take on physically demanding aspects, including manual handling. ▪ Full clean driving licence ▪ Ability to organise own and others work to meet business needs, need to make frequent use of initiative
Personal Characteristics	<ul style="list-style-type: none"> ▪ Highly organised ▪ Ability to interact well with; staff, students, senior leadership team (SLT), governors, contractors and school hirers ▪ Willingness to participate in development and training opportunities
Safeguarding and Wellbeing	<ul style="list-style-type: none"> ▪ A commitment to safeguarding duty and promoting children’s wellbeing in accordance with school guidelines ▪ A commitment to support the School Leadership team (SLT) to set a culture which supports the mental health and wellbeing of all members of the community ▪ To uphold and promote the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community ▪ Desire to take on further/ advanced Safeguarding training and responsibilities (desirable) ▪ Evidence of CPD undertaken in this area (desirable)