



## PERSON SPECIFICATION – Senior Estates Manager

	ESSENTIAL	DESIRABLE/HELPFUL	HOW IDENTIFIED
EXPERIENCE AND QUALIFICATIONS	<ul style="list-style-type: none"> <li>Substantial experience of working in Estates Management over a multi-site environment</li> <li>Recognised qualification in Facilities Management and / or Health and Safety or equivalent relevant experience</li> <li>Experience of working successfully with contractors</li> <li>Experience of project management</li> <li>Knowledge of statutory health and safety requirements e.g. asbestos, legionella, COSHH, Health &amp; Safety at Work Act</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in Catholic or other church school(s) or academy trusts</li> <li>Experience in managing revenue and/or capital budgets</li> <li>Experience of the education and/or charitable and/or commercial sectors</li> <li>Experience of working in a large corporate organisation</li> </ul>	Application / References / Interview
SKILLS AND APTITUDE	<ul style="list-style-type: none"> <li>High level of literacy and numeracy</li> <li>Strong IT skills including Microsoft Office</li> <li>Excellent communication and interpersonal / management skills</li> <li>Ability to build professional partnerships and communicate at all levels</li> <li>Clear and effective leadership style</li> <li>Ability to analyse, problem solve and implement innovative solutions / approaches</li> <li>Strong time management and organisation skills, able to work to strict deadlines and timescales</li> <li>Able to work unsupervised and provide strong leadership to those reporting / working for you</li> <li>Able to work as part of a team while fostering positive working relationships with all other stakeholders, internal and external to the Trust.</li> </ul>	<ul style="list-style-type: none"> <li>Skills in managing high workloads and competing priorities</li> <li>Knowledge of the education sector</li> <li>Knowledge of the charity sector</li> <li>Knowledge of the commercial sector</li> <li>Knowledge of procurement regulations</li> </ul>	Application / References / Interview
MOTIVATION AND SOCIAL SKILLS	<ul style="list-style-type: none"> <li>Committed to developing and delivering effectiveness and skills through determination, dedication and resilience.</li> <li>Willingness to set high standards, aspiring to excellence and always looking to improve.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working effectively with other professional specialisms, e.g. HR, Finance, Procurement</li> <li>Commitment to achieve value-for-money from public funds</li> </ul>	Application / References / Interview
OTHER	<ul style="list-style-type: none"> <li>Valid, clean driving licence</li> <li>Supportive of the Catholic ethos of the Trust</li> <li>A commitment to safeguarding and willingness to participate in appropriate training</li> </ul>		Application / References / Interview