

Person Specification

Teachers and Support Staff

Role:	Estates Manager	
	Essential Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> GCSE (A-C) English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 2 Degree or equivalent professional qualification in an appropriate discipline or appropriate work experience. Health and safety qualification/accreditation (IOSH Managing Safely or equivalent). Willingness to obtain other qualifications relevant to Estates Management, Building projects or Contract Management to retain or improve the level of qualifications and knowledge available to support the work of the Trust. 	Application
Experience	<ul style="list-style-type: none"> Experience working in an Estates or Facilities Management environment. A proven ability to specify and deliver construction projects on time, to budget and to the required quality. Demonstration of a creative approach to problem solving Experience in delivering projects across a wide selection of building types. Supervising contractors and managing professional consultants Working with budgets to deliver effective, cost-efficient projects Collaborative working in a large, multi-site organization would be beneficial. Conversant with a wide range of construction related legislation including specifically the CDM Regulations and planning and building regulations. Experience of contract administration (including but not limited to JCT contracts) would be beneficial 	Application References Interview
Training	<ul style="list-style-type: none"> Awareness of Multi Academy Trusts Recognised training in construction related safety (e.g. CDM regulations, Construction Skills Certification Scheme) and general workplace safety (e.g. IOSH) Recognised training or qualifications in relation to building related legislation e.g. Building Regulations, RRO (fire safety), DDA and similar. Evidence of continued and up to date professional development. 	Application Interview
Knowledge, Skills and Ability	<ul style="list-style-type: none"> Be up to date with current practice relevant to the role. To work constructively as a part of a team, understanding school roles and responsibilities and the post holder's position within these. Ability to lead teams effectively. To have excellent communication skills. Effective ICT skills. Full knowledge of relevant policies and guidance and awareness of relevant legislation, specifically the CDM Regulations and planning and building regulations. Ability to interpret information and to devise policy/practices. The ability to set priorities to enable work to be done effectively under pressure and to meet deadlines. Ability to relate well to children and adults. Ability to self-evaluate learning needs and actively seek learning opportunities Evidence of continuing and relevant professional development. To be responsible for promoting and safeguarding the welfare of children and young people within the school. 	Application Interview

Personal Circumstances	<ul style="list-style-type: none"> • Must have the ability to be flexible and work to the requirements of the Trust • A willingness to travel between sites (all of our schools are Bradford-based). A valid full driving-licence and access to a motor vehicle is therefore beneficial. 	Application Interview
Disposition and Attitude	<ul style="list-style-type: none"> • Be emotionally intelligent: know when to direct, when to challenge and when not to; be able to inspire, present a positive perspective at all times; be able to listen and show awareness of others sensitivities; to have personal pride and lead by example. • Be hands on. Don't ask people to do things you wouldn't do yourself. • To like young people and be liked by them. • Understand the importance of work/ life balance. • Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism. • Desire for professional development. 	Application Interview References
Physical	<ul style="list-style-type: none"> • Excellent attendance and punctuality. • Be resilient. 	References Interview
Equality	A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice.	Application Interview