**PERSON SPECIFICATION: COMPLIANCE AND ESTATES MANAGER**

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| **Criteria** | **Essential** | **Desirable** |
| **Knowledge, Experience,** **Ability** | * Extensive experience of establishing and maintaining effective quality assurance processes and systems
* Knowledge of principles of good governance regardless of sector, with experience of putting principles into practice
* Ability to analyse and process complex information and data quickly and rigorously in order to make decisions
* Experience of policy development and implementation
* Substantial experience in estates and facilities management
* Knowledge of Health and Safety regulations relating to Estates function
* Strong project management experience
* Experience of formulating and managing planned maintenance activities
* Previous experience of managing contractors
* Well-developed planning, organizational and budget management skills
* Ability to use initiative and drive through solutions
* Excellent written and verbal communication skills at all levels
* Ability delegate and hold others to account
* Effective advocacy, facilitation and negotiation skills
* Excellent IT skills
 | * Understanding of relevant legislation and regulatory requirements underpinning the education and academies sector
* Experience of being a school governor or having worked closely with school governors and/or trustees
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| **Personal Skills/Qualities** | * Demonstrable personal enthusiasm and commitment to making a positive difference to children and young people and raising standards
* Self-motivated and resilient
* Able to engage and influence at a senior level
* Flexible attitude towards role, duties and hours
* Clear view of what high standards and performance look like
* Experience of effectively balancing strategic and operational dimensions of the role
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| **Qualifications** |  | * NEBOSH certificate or IOSHH
* Chartered ICSA status
* Degree or equivalent professional qualification in Estates planning, project management and/or building maintenance and management
* Membership of relevant professional body such at RICS, ICE BIFM
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