**Northern Education Trust**

Post: Estates Assistant

**PERSON SPECIFICATION**

|  |  |  | **Assessed by:** | |
| --- | --- | --- | --- | --- |
| **No** | **Categories** | **Essential / Desirable** | **App Form** | **Interview / Task** |
| **QUALIFICATIONS** | | | | |
| 1. | Educated to NVQ level 4 in a relevant discipline | E | ✓ |  |
| 2. | IOSHH qualification (if not held must be willing to work towards) | D | ✓ |  |
| 3. | Evidence of continuous professional development and training | E | ✓ |  |
| **EXPERIENCE** | | | | |
| 4. | Experience of working in Academy / MAT | D | ✓ | ✓ |
| 5. | Experience in estates and facilities support role | E | ✓ | ✓ |
| 6. | Experience of supporting in the formulating of planned maintenance activities | E | ✓ | ✓ |
| 7. | Experience of report writing | E | ✓ | ✓ |
| **ABILITIES, SKILLS AND KNOWLEDGE** | | | | |
| 8. | Knowledge of Health & Safety regulations relating to Estates function | E | ✓ | ✓ |
| 9. | Well-developed planning and organisational skills | E | ✓ | ✓ |
| 10. | Ability to use initiative and problem solving skills | E | ✓ | ✓ |
| 11. | ICT literate with a working ability to use key IT software to present work to a high standard | E | ✓ | ✓ |
| 12. | Ability to communicate effectively (verbally and written) and appropriately with senior managers, other staff, external contacts and agencies | E | ✓ | ✓ |
| 13. | Understanding of relevant legislation and regulatory requirements underpinning the education and academies sector | D | ✓ | ✓ |
| 14. | Ability to work under pressure, with accuracy, unsupervised and on own initiative | E | ✓ | ✓ |
| 15. | Ability to command confidence and credibility and maintain strict confidentiality in all matters | E | ✓ | ✓ |
| **PERSONAL QUALITIES** | | | | |
| 16. | A strong commitment to the Trust values and ethos | E | ✓ | ✓ |
| 17. | Commitment to support the Trust’s agenda for safeguarding and equality and diversity | E | ✓ | ✓ |
| 18. | A flexible approach and a strong work ethic | E | ✓ | ✓ |
| 19. | Commercially astutue, articulate, technically strong and influential negotiator | E | ✓ | ✓ |
| 20. | High integrity with an ethically sound approach to building internal and external relationships | E | ✓ | ✓ |