

## **GLF Schools - Person Specification**

<b>Job Title:</b> Estates & Property Compliance Manager		
	<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>		
Educated to degree level or equivalent in a property-related discipline (architecture, building, engineering, facilities management, surveying or similar)		√
Relevant qualification: MRICS, MCIQB, NEBOSH, IOSH or similar	√	
Relevant project management or quantity surveying qualification		√
<b>Experience</b>		
Demonstrable experience of managing planned and reactive maintenance, capital and building works programmes and managing projects successfully	√	
Through understanding of general management techniques in a large and complex organisation and be able to manage complex property estates and facilities portfolios	√	
Broad experience both in the preparation and control of development programmes, building and engineering projects and in managing facilities operations and maintenance services including expertise in procurement	√	
Experience of working in the education sector		√
<b>Knowledge and Skills</b>		
Extensive knowledge of Health and Safety policies and practices	√	
Ability to manage a complex property estates and facilities, portfolio, staff and budgets	√	
A sound understanding of the legal and financial aspects of major property projects and transactions	√	
Ability to build successful working relationships with a wide range of internal and external stakeholders	√	
Excellent written and verbal communication skills with the ability to communicate technical estates information to both technical and non-technical audiences	√	
High level organisational skills, with the ability to respond appropriately to conflicting user demands and expectations	√	
Possess a full driving license and have use of a vehicle for business purposes and appropriate insurance	√	
<b>Personal Attributes</b>		
Operate with the highest standards of personal/professional conduct and integrity	√	
Work in accordance with the Trust's values and behaviours	√	
Sound judgement – confident in using own initiative	√	

Competent in the use of Microsoft Office applications, and able to learn new systems	√	
Willing to work flexibly in accordance with policies and procedure to meet the operational needs of the Trust	√	
A commitment to safeguarding and promoting welfare of children and young people	√	
<b>Safeguarding</b>		
GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.		