PERSON SPECIFICATION – Head of Estates

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|  | ESSENTIAL | DESIRABLE/HELPFUL | HOW IDENTIFIED |
| EXPERIENCE AND QUALIFICATIONS | * Substantial experience of working in Estates/Facilities Management
* Experience of developing and leading a high-performing team
* Recognised qualification in Estates/Facilities Management and / or Health and Safety, or equivalent relevant experience
* Experience of working successfully with contractors
* Experience of project management
* Knowledge of statutory health and safety requirements e.g. asbestos, legionella, COSHH, Health & Safety at Work Act
 | * Experience of working in Estates Management within an educational setting
* Experience of a core trade
* Experience of working across multiple sites
* Experience of incident / accident reporting
* Experience of realising efficiencies and costs savings from economies of scale, bringing service in-house, and/or leading a team to achieve high performance
* Management of cleaning, catering and facilities management staff
 | Application / References / Interview |
| SKILLS AND APTITUDE | * Suitable level of literacy and numeracy
* IT skills including Microsoft Office
* Good communication and interpersonal / management skills
* Ability to build professional partnerships and communicate at all levels
* Engaging and firm but fair leadership style
* Ability to analyse, problem-solve and implement innovative and entrepreneurial solutions
* Strong time management and organisation skills, able to work to strict deadlines and timescales
* Able to work unsupervised and provide strong leadership to those reporting / working for you
* Able to work as part of a team while fostering positive working relationships with all other stakeholders, internal and external to the Trust.
 |  | Application / References / Interview |
| MOTIVATION AND SOCIAL SKILLS | * Committed to developing and delivering effectiveness and skills through determination, dedication and resilience.
* Willingness to set high standards, aspiring to excellence and always looking to improve.
 |  | Application / References / Interview |
| OTHER | * Valid, clean driving licence
* Supportive of the Catholic ethos of the Trust
* A commitment to safeguarding and willingness to participate in and apply appropriate training
 |  | Application / References / Interview |