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 |