

**PERSON SPECIFICATION**

**OUR LADY OF LOURDES CATHOLIC ACADEMY TRUST**

**Post: Site Manager November 2018**

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| **Requirements** | | **Essential requirements (E)**  **Or**  **Desirable requirements (D)** |
| **Education/experience** |  | |
| Experience in an estates and facilities management role | | E |
| Experience in mechanical and/or electrical | | D |
| Willing to develop a knowledge of Health and Safety procedures. | | E |
| Knowledge of Health & Safety regulations relating to Estates function | | E |
| IOSHH qualification | | D |
| Willing to work with the Director of Estates to develop a planned maintenance schedule | | E |
| Previous experience of managing contractors | | E |
| **Leadership and skills** |  | |
| Ability to use initiative and problem solving skills | | E |
| Ability to work with people to motivate, enthuse and inspire colleagues | | E |
| Ability to delegate and hold others to account | | E |
| Familiarity with Microsoft Office applications and the ability to acquire and update skills as the software packages develop | | D |
| **Attributes** |  | |
| A flexible attitude towards the role, duties and hours | | E |
| Committed to the aims of the Our Lady of Lourdes Trust | | E |
| Understanding of the distinctive nature and catholic ethos of the trust | | E |
| Clear view of what high standards and performance looks like | | E |