**PERSON SPECIFICATION: COMPLIANCE AND ESTATES MANAGER**

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| **Criteria** | **Essential** | **Desirable** |
| **Knowledge, Experience,**  **Ability** | * Extensive experience of establishing and maintaining effective quality assurance processes and systems * Knowledge of principles of good governance regardless of sector, with experience of putting principles into practice * Ability to analyse and process complex information and data quickly and rigorously in order to make decisions * Experience of policy development and implementation * Substantial experience in estates and facilities management * Knowledge of Health and Safety regulations relating to Estates function * Strong project management experience * Experience of formulating and managing planned maintenance activities * Previous experience of managing contractors * Well-developed planning, organizational and budget management skills * Ability to use initiative and drive through solutions * Excellent written and verbal communication skills at all levels * Ability delegate and hold others to account * Effective advocacy, facilitation and negotiation skills * Excellent IT skills | * Understanding of relevant legislation and regulatory requirements underpinning the education and academies sector * Experience of being a school governor or having worked closely with school governors and/or trustees |
| **Personal Skills/Qualities** | * Demonstrable personal enthusiasm and commitment to making a positive difference to children and young people and raising standards * Self-motivated and resilient * Able to engage and influence at a senior level * Flexible attitude towards role, duties and hours * Clear view of what high standards and performance look like * Experience of effectively balancing strategic and operational dimensions of the role |  |
| **Qualifications** |  | * NEBOSH certificate or IOSHH * Chartered ICSA status * Degree or equivalent professional qualification in Estates planning, project management and/or building maintenance and management * Membership of relevant professional body such at RICS, ICE BIFM |