

Northern Star Academies Trust ESTATES MANAGER

Person Specification

Educational and Training

	Criteria	Essential	Desirable
	<ul style="list-style-type: none"> Hold recognised training / qualifications associated with premises management. Significant experience or skills in a trade. The ability to understand and apply regulations such as Health and Safety, Manual Handling, COSHH, Legionella etc The ability to operate and understand electrical / mechanical systems. Risk assessment experience / qualification. 	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p>

Relevant Experience

	Criteria	Essential	Desirable
	<ul style="list-style-type: none"> Competent at basic building repairs and maintenance To be able to use small industrial, electrical and mechanical equipment Site management experience 	<p>X</p> <p>X</p> <p>X</p>	

Ability, Skills and Knowledge

	Criteria	Essential	Desirable
	<ul style="list-style-type: none"> Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post. Good communication skills. Excellent numeracy and literacy skills. Competent in working with IT systems and virtually. Sound planning and negotiating skills. Ability to gather information, analyse data and problem solve. Ability to manage own time effectively and demonstrate initiative establishing priorities. Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests. Display systematic and logical approach to variety of tasks necessary for the smooth running of the school. Ability to manage people directly and indirectly. Ability to adapt to changing and conflicting demands. Ability to be flexible and work as part of a team or individually as required. Ability to contribute to the life of the school. Ability to adhere to the schools policies and procedures and most importantly the equal opportunities policy, child protection policy and all health and safety related policies. Ability to comply with Health and Safety regulations to ensure that all duties are carried out safely. 		

