

## Person Specification

Job Title: <b>Estates Manager</b>	Essential	Desirable
<b>Education and Qualifications</b>		
Relevant professional qualification: MRICS, MCIQB, NEBOSH, IOSH or similar	√	
Educated to degree level or equivalent in a property-related discipline (architecture, building, engineering, facilities management, surveying or similar)		√
Relevant project management or quantity surveying qualification		√
<b>Experience</b>		
Demonstrable experience of managing planned and reactive maintenance programmes	√	
Evidence of successful management of capital and building works programmes	√	
Able to provide evidence of managing projects successfully ensuring final product is as required, on time & on budget	√	
Demonstrate an understanding of the processes and legalities of managing a complex property estates and facilities portfolio	√	
Proven experience in the ability to tender and procure projects and services and deliver successful contracts through the appropriate procurement method.	√	
Experience of working in the education sector		√
<b>Knowledge and Skills</b>		
Extensive knowledge of Health and Safety policies and practices	√	
Ability to manage a complex property estates and facilities, portfolio, staff and budgets	√	
A sound understanding of the legal and financial aspects of major building projects	√	
Ability to build successful working relationships with a wide range of internal & external stakeholders	√	
Excellent written and verbal communication skills with the ability to communicate technical estates information to both technical and non- technical audiences	√	
High level organisational skills, with the ability to respond appropriately to conflicting user demands and expectations	√	
Competent in the use of Microsoft Office suite, and able to learn new software systems	√	
Possess a full driving license and have use of a vehicle for business purposes	√	
Knowledge of land and property issues relating to leases, tenure, boundaries, footpaths etc.		√
<b>Personal Attributes</b>		
Able to operate with the highest standards of personal/professional conduct and integrity	√	
Work in accordance with the Trust's values and behaviours	√	
Sound judgement and decision maker – confident in using own initiative	√	
Eligible to live and work in the UK	√	
Be fit and agile enough to be able to go up ladders, inspect roofs etc as required.	√	
Willing to work flexibly in accordance with policies and procedure to meet the operational needs of the Trust	√	
A commitment to safeguarding and promoting welfare of children and young people	√	