**Person Specification for Head of Estates**

Below you will find the skills needed for, and the requirements of, the role you are interested in. You will also see how we are planning to assess these, through your application (A), in a task at the assessment centre (T) or at the interview (I) as part of the assessment. If something says we will be assessing it through your application, please make sure we know about it in your personal statement so that you have the best chance of being shortlisted.

|  |  |
| --- | --- |
|  | **Assessed at...** |
| **Your qualifications...** | |
| These are the qualifications you need to have to be considered for shortlisting, without these you won’t be considered for appointment. You will need to bring your qualification certificates with you on the day of the assessment centre so we can take a copy. | |
| Health and safety qualification, level 3 or equivalent (or willingness to work towards). | A,I |
| Degree or equivalent qualification. Experience which demonstrates an equivalent level of understanding and skill will be considered. | A,I |
| Minimum of 5 GCSEs or equivalent at Grade C or above including maths and English. | A,I |
| **You've got...** | |
| These are the **essential** things that you have so you can do the job, without these you won’t be considered for appointment. | |
| Awareness of procedures relating to procurements and contracts procedures. | A, I |
| Experience of working with external contractors, building consultants etc. | A, I |
| Knowledge of property maintenance. | I |
| Experience of involvement in health and safety. | A,I |
| Understanding of costing and budgeting. | A,I,T |
| Energy and commitment to achieving goals. | A,I,T |
| Excellent communication skills (both verbal and written). | A,I,T |
| Enthusiasm for understanding and supporting the needs of students. | I |
| Strong leadership skills with the ability to praise achievement and manage underperformance. | A,I,T |
| Proficient in the use of IT and familiarity with spreadsheets for managing and reporting on data. | I,T |
| The ability to successfully manage competing priorities and workloads. | A,I,T |
| A commitment to the safeguarding of staff and students. | I |
| A commitment to equality and diversity. | I |
| **It would be good if you had...** | |
| Whilst **not essential**, it would help in the role if you had any of the below. | |
| A sound understanding of premises/estates management. | A,I |
| A leadership qualification. | A,I |
| Understanding of health and safety legislation. | A,I |
| Understanding of legislation relevant to premises management including fire assessment. | A,I |
| Proven success in developing staff and leading staff development initiatives. | A,I |
| Date of issue: March 2021 | |