

**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 |