



## Hamstead Hall Academy Trust

### Academy Trust Estates Manager – Grade 4

#### Person Specification

| Categories  | Essential/<br>Desirable | Application<br>form | Interview/<br>Task |
|---|-------------------------|---------------------|--------------------|
| <b>Qualifications</b>   |                         |                     |                    |
| 5 GCSEs or equivalent (grade A*-C) including English & Maths  | E                       | ✓                   |                    |
| Building services related e.g. surveying, engineering   | D                       | ✓                   |                    |
| Recognised H&S qualification  | E                       | ✓                   |                    |
| Evidence of Continuous Professional Development   | D                       | ✓                   |                    |
| <b>Experience</b>   |                         |                     |                    |
| Experience of working in a public sector / educational setting  | D                       | ✓                   |                    |
| Significant experience of estates related work including health and safety  | E                       | ✓                   |                    |
| Demonstrable experience in a line management role   | E                       |                     | ✓                  |
| Demonstrable experience of successfully leading and managing large programmes and projects, with a combination of direct delivery responsibility and delivering through a range of partners and budgets | E                       |                     | ✓                  |
| Experience of working across multiple sites   | D                       |                     | ✓                  |
| <b>Abilities, skills, and knowledge</b>   |                         |                     |                    |
| In-depth knowledge of current Estates legislation, including statutory requirements regarding building services   | E                       | ✓                   | ✓                  |
| In-depth working knowledge of a range of hard and soft Facilities Management services that schools require on a daily basis   | E                       | ✓                   | ✓                  |
| Good working knowledge of procurement and contract management   | E                       | ✓                   | ✓                  |
| Strong ICT skills   | E                       | ✓                   | ✓                  |

|   |   |   |   |
|---|---|---|---|
| Strong interpersonal, communication skills, able to present technical data confidently to other professionals and non-professionals | E | ✓ | ✓ |
| Well organised - able to work to tight deadlines and manage multiple projects simultaneously  | E | ✓ | ✓ |
| Able to influence key stakeholders and to inspire confidence with the Trust Board   | E | ✓ | ✓ |

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| <b>Personal Qualities</b>   |                         |                     |                    |
| A strong commitment to personal development for all staff including oneself | E                       | ✓                   | ✓                  |
| Self-motivated approach to working  | E                       | ✓                   | ✓                  |
| Flexible, creative and innovative   | E                       | ✓                   | ✓                  |
| Positive attitude to promoting change                                       | E                       | ✓                   | ✓                  |
| A commitment to do everything possible for others to be successful          | E                       | ✓                   | ✓                  |
| High integrity and openness combined with a dedication to good governance   | E                       | ✓                   | ✓                  |
| A strong commitment to the Trust's values                                   | E                       | ✓                   | ✓                  |
| <b>Other factors</b>  |                         |                     |                    |
| Commitment to Equal Opportunities   | E                       | ✓                   | ✓                  |
| Enhanced DBS check  | E                       | ✓                   | ✓                  |
| Full driving licence and use of car   | E                       | ✓                   | ✓                  |
| Able to travel across the Trust and beyond to carry out duties              | E                       | ✓                   | ✓                  |

**Hamstead Hall Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates.**

The above skills will be assessed during the various stages of the recruitment process through the application form, interview and other processes as appropriate.

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## **Application form**

Please contact Pam Mole, at [MoleP@hamsteadhall.com](mailto:MoleP@hamsteadhall.com) for an application form. You will also be asked to submit a letter of application, maximum of two sides of A4 Arial font 11, addressing the following points:

- Why you are interested in the post and your experience so far.
- What contributions you could make to development within our Trust.
- Any particular areas of strength and expertise you have to offer linked to the person specification.

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February 2021