

Estates Service Manager

Person Specification

Qualifications & Experience	Essential	Desirable
Professional Health and Safety Qualification IOSH or above	✓	
Evidence of leading on joint procurement and achieving value for money	✓	
Experience in premises/estate management	✓	
Experience of working in a School environment		✓
Experience of working in a customer facing sector with proven ability of supporting senior managers and stakeholders	✓	
Knowledge and experience of delivering large projects on schedule and within budgets		✓
Knowledge of statutory inspections and compliance responsibilities for educational/public buildings	✓	
Experience in line management	✓	
Skills & Knowledge	Essential	Desirable
Excellent time management, organisational and administrative skills	✓	
Up to date knowledge of health and safety legislation and asbestos management	✓	
Knowledge of carrying out audits of internal and external service provisions	✓	
Excellent communication skills, including high standards of written communication, grammar and spelling	✓	
Excellent IT skills	✓	
Knowledge of basic finance principles	✓	
Ability to produce clear and well-formatted documents	✓	
Ability to work with tact and diplomacy and maintain confidentiality	✓	
Experience of managing an on-line Health & Safety platform		✓
Ability to understand stakeholders varying personal behaviours and motivations and the ability to manage and instigate conflict resolution procedures	✓	
Ability to work under pressure to prioritise and meet deadlines	✓	

Ability to establish strong relationships with all stakeholders including employees, managers, Trust Officers, Headteachers, site teams and external contractors	✓	
Initiative and ability to work without direct supervision, taking responsibility for tasks, prioritising and scheduling your own work	✓	
Willingness to develop professionally, maintain up to date knowledge relevant to the role and attend courses as required	✓	
Personal	Essential	Desirable
High expectations of self and others	✓	
The ability to work to tight deadlines and under pressure	✓	
A team player who is willing to go beyond their own responsibilities to help others at busy times	✓	
Ability to communicate effectively with varying personnel	✓	
Ability to ensure confidentiality	✓	
Resilience and determination coupled with the ability to support and show empathy	✓	
Self-motivated and able to take the initiative	✓	
Approachability	✓	
Hold a current full UK driving Licence	✓	