

## PERSON SPECIFICATION

<b>Job Title:</b>	Estates Manager	<b>Reporting to:</b>	Director of business and operations
<b>Salary:</b>	Grade 5a (points 32-36)	<b>Location:</b>	All Schools based at City Academy

The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential	Desirable
<b>Education, Training and Qualifications</b>		
• 5 GCSEs or equivalent (grade A*-C) including English & Maths.	X	
• Educated to degree level or equivalent.		X
• Recognised H&S qualification.		X
<b>Experience, Knowledge, Skills/Competencies</b>		
• Knowledge of Health and Safety regulations related to Estates.	X	
• Knowledge and experience of procurement and managing small projects.	X	
• Knowledge of data protection and Freedom of Information Acts.		X
• Knowledge of environmental issues and sustainability, e.g. energy efficiency, carbon reduction etc.		X
• Experience of working in partnership with others to deliver work to set deadlines.	X	
• Experience of managing small building projects.		X
• Experience of working in the education sector.		X
• Experience of participating in teams.	X	

	Essential	Desirable
<b>Personal Attributes</b>		
• Ability to work autonomously and flexibly.	X	
• Ability to be proactive and self-motivated.	X	
• The ability to split duties and workload across schools whilst meeting Trust and regulatory deadlines.	X	
• Able to work flexibly as part of a team and show initiative.	X	
• Able to communicate effectively with a wide range of people.	X	
• Excellent written and presentation skills.	X	
• To be able to interpret and effectively present information.	X	
• Ability to respect sensitive and confidential work.	X	
• Commitment to own personal development and learning.	X	
• To carry out all duties having regard to an employee's responsibility under the Trust's Health and Safety Policies.	X	

<b>How to apply</b>
<p>For further information about this exciting opportunity, or an informal discussion please contact <a href="mailto:recruitment@CORE-education.co.uk">recruitment@CORE-education.co.uk</a>.</p> <p>Only those applicants submitting a CORE Education Trust Application Form will be considered. Please note that we do not accept CVs.</p> <p>To apply for this role please submit your expression of interest to <a href="mailto:recruitment@CORE-education.co.uk">recruitment@CORE-education.co.uk</a>.</p> <p>For more information visit our website, <a href="https://www.core-education.co.uk/work-with-us">CORE-education.co.uk/work-with-us</a></p> <p>CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.</p> <p>CORE Education Trust is committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community. We are an Equal Opportunities and Living Wage employer.</p>
<p>CORE Education Trust, 23 Langley Walk, B15 3EF</p> <p>0121 389 2824 • <a href="mailto:enquiry@core-education.co.uk">enquiry@core-education.co.uk</a></p> <p>Group CEO: Adrian Packer CBE</p> <p>CEO: Jo Tyler</p>



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