

PERSON SPECIFICATION – ESTATES PARTNER

(Aligned to the DfE Estate Management Competency Framework, 2023, Level 3, and THPT Job Families P10)

Qualifications & Training

Essential

- Relevant professional development in estates, FM, compliance, building services or project management.
- Training in statutory compliance areas (e.g., asbestos awareness, fire safety, legionella, contractor management).
- IOSH Managing Safely (or willingness to undertake promptly).
- Ability to travel independently and regularly between Trust schools.

Desirable


- NEBOSH, IWFM Level 3 (or equivalent).
- Construction, building services, surveying, or asset management qualification.
- Project-management training (e.g., PRINCE2, APM).
- A valid driving licence (reasonable adjustments considered for candidates with a disability)

Experience

Essential

- Managing planned/reactive maintenance and statutory compliance
- Supervising estates/site staff across multiple locations
- Managing contractors, budgets and supplier performance
- Delivering small–medium capital or lifecycle projects
- Collecting, analysing and reporting estates and compliance data

Desirable

- Experience in schools, academy trusts or the public sector
 - Asset management planning or strategic estates input
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- Business continuity or emergency planning experience
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Knowledge & Understanding

- Strategic estate management and its role in education delivery
 - Compliance frameworks, procurement and value for money
 - Property data, CAFM systems and school estate restrictions
 - Sustainability, energy management and carbon reduction
 - Health & safety, statutory compliance and risk management
 - Planned maintenance and estates project delivery
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Skills & Abilities

- Strong leadership, communication and stakeholder management
 - Ability to prioritise risk-critical work and make sound decisions
 - Confident use of estates systems, data and Microsoft tools
 - Clear reporting to senior leaders and non-technical audiences
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Personal Attributes

- Proactive, organised and solution-focused
 - High professional integrity and commitment to standards
 - Commitment to sustainability, equality, inclusion and Trust values
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Safeguarding

- Strong commitment to safeguarding children and young people.
 - Willingness to undertake DBS checks and required training.
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