



Bishop Chadwick
Catholic Education Trust

**PERSON SPECIFICATION
ESTATES MANAGER**

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	Relevant professional qualification or substantial experience in estates planning, project management and / or building maintenance and management IOSH qualification	AF, C	D1	Qualification in mechanical and electrical engineering HNC qualification in Building Studies NEBOSH qualification	AF, C
Experience & Knowledge	E2	Substantial experience in a facilities management quality assurance role	AF, I, R	D2	Substantial experience in estates and facilities management role within a school cluster or MAT environment	AF, I, R
	E3	Knowledge of Health & Safety regulations relating to an Estates function	AF, I, R	D3	Experience of prioritising a number of competing investment projects	AF, I, R
	E4	Strong project management experience	AF, I	D4	Capital grant bid writing for external funding opportunities	AF, I, R
	E5	Experience of formulating and managing planned maintenance activities	AF, I, R			
	E6	Previous experience of managing contractors and experience of working across a large number of sites	AF, I			
	E7	Budget experience	AF, I, R			



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	E8	Experience of quality assurance reporting systems for issues identification and tracking	AF, I, R			
Skills						
	E10	Ability to work successfully as part of a team and to prioritise own workload with minimum supervision	AF, I, R			
	E11	Ability to communicate well, both orally and in writing to a wide range of audiences, including the ability to write clear, concise and accurate reports	I, R			
	E12	Good networking skills and the ability to communicate and forge links with stakeholders	I, R			
	E13	Ability to relate well to children and adults	I, D			
	E14	Ability to train and motivate team members	AF, I, R			
Personal Attributes	E15	Capacity to work under pressure to tight deadlines on a number of different projects	AF, I, R			
	E16	Willing to participate in development and training opportunities	AF, I			



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	E17	High level of personal integrity and confidentiality	I, R			
	E18	Ability to accept responsibility and use initiative	AF, I, R			
Special Requirements	E19	Suitable to work with children/young people	D			
	E20	Commitment to the Catholic ethos and aims of the Academy Trust	AF, I			
	E21	Ability to travel regularly between schools within the Multi Academy Trust and attend evening meetings as required	AF, I			

Key – Stage identified	
AF	Application Form
C	Certificates
D	Disclosure
I	Interview
R	References