

### **Estates Operations Manager Person Specification**

| <b>Education and Training</b>                                                                                               | <b>Essential</b> | <b>Desirable</b> |
|-----------------------------------------------------------------------------------------------------------------------------|------------------|------------------|
| Right to work in the UK                                                                                                     | ✓                |                  |
| IOSH Managing Safely Qualification                                                                                          |                  | ✓                |
| Educated to A Level or with equivalent experience                                                                           | ✓                |                  |
| NEBOSH General Certificate                                                                                                  |                  | ✓                |
| IWFM qualification or equivalent                                                                                            |                  | ✓                |
| Project management training                                                                                                 |                  | ✓                |
| Evidence of continuing professional development                                                                             | ✓                |                  |
| <b>Experience</b>                                                                                                           |                  |                  |
| Multi sites estates or facilities management experience                                                                     | ✓                |                  |
| Contractor management experience                                                                                            | ✓                |                  |
| Compliance management experience                                                                                            | ✓                |                  |
| Budget monitoring experience                                                                                                | ✓                |                  |
| Experience producing reports and management information                                                                     | ✓                |                  |
| Education or public sector experience                                                                                       |                  | ✓                |
| Minor works and capital projects experience                                                                                 |                  | ✓                |
| <b>Knowledge, aptitudes and abilities</b>                                                                                   |                  |                  |
| Advanced knowledge of Microsoft Office applications (Word, Excel, Outlook, Powerpoint) and reporting mechanisms             | ✓                |                  |
| Excellent presentation and communication skills, both verbal and written, appropriate to the audience and the circumstances | ✓                |                  |
| Ability to multitask and prioritise conflicting demands to meet deadlines                                                   | ✓                |                  |
| Ability to analyse risks and implement solutions                                                                            | ✓                |                  |
| Statutory compliance requirements                                                                                           | ✓                |                  |
| Health and safety legislation                                                                                               | ✓                |                  |
| Asset management and planned maintenance principles                                                                         | ✓                |                  |
| Ability to work collaboratively with other staff members across the Trust                                                   | ✓                |                  |
| Ability to work flexibly and adapt to the changing needs of the Trust.                                                      | ✓                |                  |
| <b>Personal qualities, skills and characteristics</b>                                                                       |                  |                  |
| Build and maintain effective relationships through excellent interpersonal skills.                                          | ✓                |                  |
| Excellent communication and organisational skills.                                                                          | ✓                |                  |
| Proactive and professional in responding to a range of stakeholders                                                         | ✓                |                  |
| Ability to work independently on own initiative with limited supervision                                                    | ✓                |                  |

|                                                                                                               |   |  |
|---------------------------------------------------------------------------------------------------------------|---|--|
| Excellent analytical and problem-solving skills.                                                              | ✓ |  |
| High integrity and accountability                                                                             | ✓ |  |
| Attention to detail and ability to work accurately                                                            | ✓ |  |
| Committed to service excellent and the continued improvement of Academy procedures                            | ✓ |  |
| Committed to ensure the safeguarding of students                                                              | ✓ |  |
| Maintaining awareness and carrying out personal responsibilities with regards to health and safety procedures | ✓ |  |
| Able to maintain high levels of confidentiality                                                               | ✓ |  |
| Commitment to undertake further training and development opportunities                                        | ✓ |  |
| Enhanced DBS clearance                                                                                        | ✓ |  |
| Full UK Driving Licence for travel between sites                                                              | ✓ |  |