

Person Specification
Estates Operations Manager

Section	Information	Essential/ Desirable	How Identified
Education & Training			
Formal qualifications & relevant training	NVQ Level 4 or equivalent e.g. Certificate of School Business Management or ILM Diploma of First Line Management or I.L.M. Endorsed Certificate (Skills for Middle Leaders) or Experience in relevant discipline	E	Application Form Interview Task Documentary Evidence References
	IOSH Managing Safely	E	
	5 GCSE passes including English and Maths (Grade C or above) or equivalent level 2 qualifications	E	
Experience			
Ability to undertake duties of the post	Successful experience of leading and directing the work of others and managing performance	E	Application Form Interview
	Management of an Estates function across multiple sites incl. excellent working knowledge of H&S law, procurement and premises management policies & procedures	E	
	Experience of working in an office environment working at a senior level	E	
	Experience in providing excellent customer service	E	
	Experience of supporting a number of schools across a Multi Academy Trust	D	
	Experience of implementing new systems to monitor and manage activities	E	
	Experience of managing and directing contractors and other external providers	E	
Knowledge			
Includes abilities	Professional knowledge and understanding of the issues specific to maintaining buildings in an education setting	E	Application Form Interview Interview Task
	Excellent understanding of what makes education premises 'fit for purpose'	E	
	Comprehensive understanding of the standards required of schools with regard to the safeguarding of pupils, building compliance, regulations and maintenance regimes	E	



W A T E R T O N

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	Good knowledge of practices relating to managing premises and grounds	E	
	Relevant H & S regulations and guidelines including COSHH, Health & Safety at Work, Asbestos etc	E	
	Understanding of importance of Equal Opportunities and Health & Safety at Work	E	
	Knowledge of budget management in relation to premises, sourcing contractors etc.	E	
	Ability to organise, lead and motivate other staff	E	
	Working knowledge of MS office and the ability to learn new software packages	E	
	Ability to relate well to children and adults	E	
	Work constructively as part of a team, understanding roles and responsibilities and your own position within these	E	
	Ability to self-evaluate learning needs and actively seek learning opportunities	E	
Personal Qualities			
Includes any specific physical requirements of the post (subject to the provisions of the DDA Act)	Proactive and forward thinking with the ability to work autonomously	E	Application Form Interview
	Ability to manage and develop a team	E	
	Rigorous and methodical with the ability to multi task, prioritise and effectively manage large volumes of requests and data	E	
	Excellent time management skills and ability to meet tight deadlines with conflicting demands	E	
	Ability to respond appropriately & objectively to emergency situations	E	
	Ability to support the management of change	E	
	Ability to write reports, develop and maintain record systems (both manual and electronic)	E	
	Data analysis and interpretation skills	E	
	Exceptional interpersonal skills	E	
	Ability to form good professional relationships and relate to people at all levels (including pupils)	E	

	Desire to see works completed to a high standard	E	
	Willingness to use relevant equipment	E	
	Ability to understand, interpret and apply relevant legislation where required	E	
	Confident in providing training, advice and support to colleagues across the organisation	E	
	A professional, friendly and respectful approach which demonstrates support and shows mutual respect.	E	
	Committed to the provision and improvement of quality service provision	E	
Suitability to work with children and young people			
Issues relating to safeguarding and promoting the welfare of children and young people	Satisfactory DBS disclosure and standard Trust pre-employment checks	E	DBS Disclosure Interview References
	Ability to work in a way that promotes the safety and well-being of children and young people	E	
Additional Requirements			
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust	E	Interview
	Committed to professional development in connection with the post	E	
	Work in accordance with the Trust's core values and behaviours	E	
	Travel in connection with the post	E	
	A commitment to equality/diversity in the workplace and the wider educational community	E	
	A commitment to safeguarding and promoting welfare for all	E	