



**FINHAM PARK**  
MULTI ACADEMY TRUST

### HEAD OF ESTATES - PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	Measured By
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>Degree level education in relevant discipline or equivalent significant experience gained in a relevant industry (e.g. Estates, Engineering, Construction, Facilities Management)</li> <li>Full driving licence and own transport</li> </ul>	<ul style="list-style-type: none"> <li>Membership of relevant Professional Institution, e.g., BIFM</li> <li>Qualifications in Facilities Management and/or Health &amp; Safety e.g. IOSH/NEBOSH or equivalent</li> </ul>	Application Form Certificate Check
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Minimum of five years' experience of a large Estates department</li> <li>Experience of building services and asset management</li> <li>Working knowledge of Health &amp; Safety in an Estates environment</li> <li>Competent in using all Microsoft Office applications</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in education and/or public sector</li> <li>Experience of budget management</li> </ul>	Application Form Interview
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Excellent understanding of developments in estates and health and safety</li> <li>Work on own initiative, with good organisational skills &amp; decision making abilities</li> <li>Ability to manage a number of on - going projects effectively</li> <li>Organised with the ability to meet tight deadlines</li> <li>Excellent written and verbal communication skills</li> <li>Highly developed communication and interpersonal skills</li> <li>Decisive and acts promptly under pressure</li> <li>Flexible and positive manner, being adaptable to changing work patterns</li> <li>Ability to work alone, and be part of a team and be self-motivated</li> <li>Ability to manage a substantial workload and prioritise effectively</li> </ul>	<ul style="list-style-type: none"> <li>Proactive approach to training and development</li> </ul>	Application Form Interview
<b>Other</b>	This post is exempt from the Rehabilitation of Offenders Act 1974. An enhanced Disclosure and Barring Service check will be required prior to appointment		DBS Disclosure





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	Able to access and work in potentially confined areas and at height.	
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