



HEAD OF ESTATES - PERSON SPECIFICATION

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





FINHAM PARK
MULTI ACADEMY TRUST

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