



PERSON SPECIFICATION

Estates Manager

	Essential	Desirable
Qualifications and experience	Relevant professional qualification in estates, facilities management, building surveying, construction management or a related discipline, or demonstrable equivalent senior-level experience. Health & Safety qualification (e.g. NEBOSH, IOSH Managing Safely) Evidence of continued professional development Full, valid driving licence (for multi-site travel) Extensive senior management level experience of managing estates or facilities across multiple sites or large premises Experience of delivering the strategic objectives of an estates and facilities service Experience of large-scale estates or facilities projects Substantial contribution to estate development and utilisation Experience of budget management, procurement, cost control and contract negotiation Proven experience ensuring statutory compliance (e.g. H&S, fire, asbestos, legionella)	British Institute of Facilities Management membership Degree in Estates/Facilities/Building Management or related discipline Experience supporting organisational growth, estate expansion, refurbishment or new-build projects Asbestos Awareness, Legionella Responsible Person, or Fire Safety qualification Project management qualification (e.g. PRINCE2, APM) Experience in the education sector (e.g. schools, academies, or colleges) Experience in strategic estate planning or asset management Experience in sustainability or energy efficiency projects

	Experience of line management and supervision of site staff or contractors Experience developing maintenance schedules and managing capital improvement projects	
Knowledge & Understanding	Experience of managing on-site contractors An understanding of plant maintenance Strong working knowledge of estates-related legislation and statutory requirements in an education or public sector context Sound understanding of health and safety legislation and best practice Knowledge of building services, construction, and maintenance processes Understanding of contract management and procurement procedures Awareness of safeguarding and safer working practices Familiarity with compliance monitoring and record-keeping systems	An understanding of the potential facilities needs of a School Experience of swimming pool maintenance and chemicals Understanding of sustainability and carbon reduction initiatives Familiarity with CAFM or asset management software
Skills	Strong leadership and people management skills with the ability to drive cultural change within a team Excellent organisational and project management ability Ability to translate strategy into operational delivery Proficient IT skills (Microsoft Office, spreadsheets, compliance systems) Ability to interpret technical and regulatory information clearly Effective communication skills, both written and verbal, including negotiation and influencing skills and able to engage effectively with	Experience of working with a Building Management System Ability to draft reports, business cases, and recommendations

	senior leaders, headteachers, governors, regulators and external partners Ability to manage competing priorities in a fast-paced, multi-site environment Analytical and problem-solving skills	
Personal qualities & requirements	Strategic & operational thinker with a proactive, flexible, and solution-focused approach Integrity, reliability, accountability and attention to detail Commitment to safeguarding, equality, and health & safety Calm under pressure; able to respond to emergencies Collaborative, positive and supportive leadership style, aligned with Trust values Willingness to travel between school sites Willingness to work occasional evenings/weekends Commitment to ongoing training and development.	