



PERSON SPECIFICATION

Estates Manager

	Essential	Desirable
Qualifications and experience	<p>Relevant professional or technical qualification in estates, facilities management, construction, or building services (e.g. BTEC HND/NVQ Level 4 or equivalent experience)</p> <p>Health & Safety qualification (e.g. NEBOSH, IOSH Managing Safely)</p> <p>Evidence of continued professional development</p> <p>Full, valid driving licence (for multi-site travel)</p> <p>Considerable experience of managing estates or facilities across multiple sites or large premises</p> <p>Experience of budget management, procurement, and contract negotiation</p> <p>Proven experience ensuring statutory compliance (e.g. H&S, fire, asbestos, legionella)</p> <p>Experience of line management and supervision of site staff or contractors</p> <p>Experience developing maintenance schedules and managing capital improvement projects</p>	<p>British Institute of Facilities Management membership</p> <p>Degree in Estates/Facilities/Building Management or related discipline</p> <p>Asbestos Awareness, Legionella Responsible Person, or Fire Safety qualification</p> <p>Project management qualification (e.g. PRINCE2, APM)</p> <p>Experience in the education sector (e.g. schools, academies, or colleges)</p> <p>Experience in strategic estate planning or asset management</p> <p>Experience in sustainability or energy efficiency projects</p>

<p>Knowledge & Understanding</p>	<p>Experience of managing on-site contractors</p> <p>An understanding of plant maintenance</p> <p>Sound understanding of health and safety legislation and best practice</p> <p>Knowledge of building services, construction, and maintenance processes</p> <p>Understanding of contract management and procurement procedures</p> <p>Awareness of safeguarding and safer working practices</p> <p>Familiarity with compliance monitoring and record-keeping systems</p>	<p>An understanding of the potential facilities needs of a School</p> <p>Experience of swimming pool maintenance and chemicals</p> <p>Understanding of sustainability and carbon reduction initiatives</p> <p>Familiarity with CAFM or asset management software</p>
<p>Skills</p>	<p>Strong leadership and people management skills</p> <p>Excellent organisational and project management ability</p> <p>Proficient IT skills (Microsoft Office, spreadsheets, compliance systems)</p> <p>Ability to interpret technical and regulatory information clearly</p> <p>Effective communication skills, both written and verbal</p> <p>Ability to manage multiple sites and competing priorities</p> <p>Analytical and problem-solving skills</p>	<p>Experience of working with a Building Management System</p> <p>Ability to draft reports, business cases, and recommendations</p> <p>Negotiation and influencing skills</p>
<p>Personal qualities & requirements</p>	<p>Proactive, flexible, and solution-focused approach</p> <p>Integrity, reliability, and attention to detail</p> <p>Commitment to safeguarding, equality, and health & safety</p> <p>Calm under pressure; able to respond to emergencies</p> <p>Team player who builds positive working relationships</p>	

	<p>Willingness to travel between school sites</p> <p>Willingness to work occasional evenings/weekends</p> <p>Commitment to ongoing training and development.</p>	
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