

Estates Operations Manager - Person Specification

Specification	Essential	Desirable	Evidence
Education, Qualifications and Training	Good standard of general education to at least GCSE level or equivalent	First Aid training or a willingness to gain one	Application form and interview
	Willingness to undertake pool plant operator training if not qualified	Formal Health & Safety Training	
	Good literacy and numeracy skills to at least GCSE or equivalent	Vocational training or qualifications	
	Health and Safety qualification or willingness to undertake		
Experience	Several years' experience working in a relevant discipline i.e. caretaking/site keeping experience in a school or similar environment		Application form and interview
	Operations management experience, preferably in a school environment.		
	Awareness of health and hygiene procedures		
	Ability to direct and monitor the work of others		
	Ability to communicate effectively with key stakeholders		
	Able to manage own time effectively		
	Able to demonstrate a flexible approach to workload and working times		
	Can remain calm and focused under pressure and demonstrate a 'can do' attitude		
Knowledge	Working knowledge of and 1 st line fault finding for: <ul style="list-style-type: none"> • Heating and ventilation • Water, drainage and plumbing • Electrical systems gas boilers • Security and alarm systems • Fire protection and detection • Air conditioning and ventilation 	Knowledge of cleaning requirements and standards	Application form and interview

Estates Operations Manager - Person Specification

	Knowledge and understanding of basic H&S guidance on COSHH, manual handling practices and other relevant legislation		
Practical Skills	Own transport and full driving licence		Application form and interview
	Good range of DIY skills e.g. electrical work, decorating, minor plumbing and carpentry	Use of appropriate specialist equipment/resources	
	Effective use of ICT		
	Excellent organisational skills		
Personal Attributes	Have a polite, friendly and flexible approach to work	People management skills and excellent organisational skills	Interview and References
	Ability to work as part of a team and on own initiative		
	To keep calm and professional at all times	Ability to be flexible within the work place and a pro-active attitude towards problem solving	
	Enthusiastic and pro-active attitude to help actively manage and improve our sites		
	Good communication skills		
	Good interpersonal skills including common courtesy, tact and diplomacy		
	Ability to relate well to children and adults		
	Ability to respect confidentiality		
	Reliability		
	Punctuality		
	Able to work to a shift pattern and attend out of hours callouts when required	Ability to support lettings happening on site outside of normal school hours	
Special Conditions	You will be required to undergo an enhanced DBS check and other relevant pre-employment checks.		