

Wellington School



Estates Manager Person Specification

You will have overall responsibility for the whole School Site and resources to provide a safe, efficient and effective learning and working environment for students and staff. We are looking for an individual with excellent communication, managerial and organisational skills and the ability to work on their own initiative and lead a team.

Essential	Desirable
<u>Qualifications</u>	
<ul style="list-style-type: none"> ▪ Relevant Health and Safety qualification e.g. NEBOSH, IOSH ▪ A Levels or equivalent qualifications ▪ Minimum 5 GCSE's at Grades A* – C including English and Maths 	<ul style="list-style-type: none"> ▪ Educated to Degree Standard
<u>Experience</u>	
<ul style="list-style-type: none"> ▪ Experience of leading on Health and Safety within a similar size organisation. ▪ Experience of writing risk assessments. ▪ Good relevant experience in an administrative and managerial role ▪ Previous experience of managing a team of people ▪ Experience of estates/facilities management 	<ul style="list-style-type: none"> ▪ Previous experience of working in school environment
<u>Skills and Abilities</u>	
<ul style="list-style-type: none"> ▪ Knowledge and understanding of school organisation and aims ▪ Strong knowledge of Health and Safety legislation and implementation of Health and Safety policies and procedures. ▪ Excellent interpersonal, communication (written and verbal) and numeracy skills ▪ The ability to tailor communication style to the relevant audience e.g. caretakers, contractors, governing body. ▪ The ability to understand and respond to correspondence and documentation written by external contractors, health and safety auditors etc. ▪ Ability to be proactive and work independently as well as being an effective team player willing to contribute to work of whole team ▪ Successful experience of dealing with a range of routine organisational and strategic tasks ▪ Good organisational skills including recording, monitoring and checking progress where key tasks are concerned ▪ Ability to produce work schedules and prioritise own teams and workload 	<ul style="list-style-type: none"> ▪ Experience of Health and Safety report writing ▪ Experience of presenting reports at Trustee/Board level.

Essential	Desirable
<ul style="list-style-type: none"> ▪ Excellent working knowledge of Microsoft Office packages ▪ Knowledge and understanding of the potential of ICT as a tool to improve efficiency and communications ▪ Ability to work under pressure and to deadlines ▪ Ability to work in a sensitive environment maintaining high levels of confidentiality when necessary 	
<u>Personal Qualities</u>	
<ul style="list-style-type: none"> ▪ A calm approachable manner, able to deal with problems in a professional and friendly manner, displaying tact and diplomacy as required ▪ A good sense of humour ▪ Good record of attendance and punctuality ▪ Trustworthy with high degree of personal integrity ▪ Flexible approach to work tasks ▪ Pays attention to detail ▪ Has high standard of personal presentation ▪ Ability to manage a team of staff in a professional manner 	