

PERSON SPECIFICATION

Section: ADMINISTRATION	Reports to: CHIEF OPERATIONS OFFICER
Job Title: MAT ESTATES MANAGER	Grade/Salary Range: BP8 / £39,082 - £43,490 per annum
Working Pattern: 37 hours per week	Weeks per annum: 52

Qualifications and Training (essential)	Qualifications and Training (desirable or willingness to work towards)	Competence Summary (Knowledge, abilities, skills, experience)	Essential professional characteristics	Other Work Requirements
<p>Educated to DEGREE level</p> <p>Maths & English GCSE – grade 4 or above</p>	<p>Certificate in School Business Management (CSBM)</p> <p>IOSH Managing Safely</p> <p>National Examination Board in Occupational Safety and Health (NEBOSH)</p> <p>Project Management (including successful supervision of project planning techniques e.g. Gantt chart, critical path analysis and logic diagrams)</p> <p>Prepare detailed client briefs and schemes of</p>	<p>Plan ahead and prioritise workload</p> <p>Demonstrate decision making skills</p> <p>Prepare a client brief and have knowledge of feasibility studies</p> <p>Preparation and budget monitoring</p> <p>Understanding Health & Safety legislation</p> <p>Maintain a comfortable, orderly and stimulating environment</p>	<p>Robust, optimistic, gets things done</p> <p>Adaptable, flexible and driven to develop and improve self, others and school</p> <p>A pedantic completer finisher that leaves no “loose ends” untied</p> <p>Ethical and fair</p> <p>Understands and embraces notion of service to front-line staff and children to continuously improve student outcomes</p> <p>Contributes to school “vision” seeking to achieve the best in everything</p> <p>Can establish positive working relationships and is both assertive and empathetic with all and diverse school stakeholders</p> <p>Takes autonomous creative ownership of areas of responsibility and leads in identifying</p>	<p>Shares H&S knowledge with staff & Trustees and supports their development</p> <p>Ability to engender a feeling of control and security in H&S and site management</p> <p>Distinctive professional contribution to team working</p> <p>Able to evaluate own learning needs in the light of changing legislation and actively seek learning opportunities to address these</p> <p>Ability to be part of a successful team but work autonomously</p> <p>Commitment to the admin team mission</p> <p>General office duties</p>

	<p>work</p> <p>Bid management training</p>	<p>Computer literate</p> <p>Finance acumen</p>	<p>and making improvements</p> <p>Equally can adopt team-player role supporting and helping others</p> <p>Prepared to give significant discretionary effort to achieve best outcomes</p> <p>Can accept and manage periods of increased workload, challenge and stress and possesses determination to succeed in the face of adversity</p>	<p>Able to drive to different sites</p>
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