

PERSONAL SPECIFICATION

Estates, Health & Safety Manager

Criteria		Essential	Desirable	Assessed at
Qualifications and Experience	<ul style="list-style-type: none"> Have demonstrated experience or hold recognised training/qualifications associated with premises management 		✓	<i>Application Interview</i>
	<ul style="list-style-type: none"> Significant experience or skills in a trade 		✓	<i>Application Interview Reference</i>
	<ul style="list-style-type: none"> The ability to understand and apply regulations such as health & safety, manual handling, COSHH, Legionella etc. 	✓		<i>Interview</i>
	<ul style="list-style-type: none"> The ability to operate and understand electrical/mechanical systems 	✓		<i>Interview</i>
	<ul style="list-style-type: none"> Risk Assessment experience/qualification 	✓		<i>Application Interview Reference</i>
	<ul style="list-style-type: none"> Competent at basic building repairs and maintenance 		✓	<i>Application Interview Reference</i>
	<ul style="list-style-type: none"> Staff management experience 		✓	<i>Application Interview Reference</i>
Ability, Skills and Knowledge	<ul style="list-style-type: none"> Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post 	✓		<i>Interview</i>
	<ul style="list-style-type: none"> Good communication skills 	✓		<i>Interview Reference</i>
	<ul style="list-style-type: none"> Excellent numeracy and literacy skills 	✓		<i>Application Interview</i>
	<ul style="list-style-type: none"> Good IT skills 	✓		<i>Application Interview</i>
	<ul style="list-style-type: none"> Project planning and negotiating skills 		✓	<i>Application Interview</i>
	<ul style="list-style-type: none"> Ability to gather information, analyse data and problem solve 		✓	<i>Application Interview</i>
	<ul style="list-style-type: none"> Ability to manage own time effectively and demonstrate initiative including establishing priorities 	✓		<i>Application Interview</i>
	<ul style="list-style-type: none"> Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests 	✓		<i>Application Interview</i>
	<ul style="list-style-type: none"> Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the academy 	✓		<i>Application Interview</i>
	<ul style="list-style-type: none"> Ability to manage people directly and indirectly 	✓		<i>Application Interview</i>

	<ul style="list-style-type: none"> • Ability to adapt to changing and conflicting demands 	✓		<i>Application Interview</i>
	<ul style="list-style-type: none"> • Ability to be flexible and work as part of a team or individually as required 	✓		<i>Interview</i>
	<ul style="list-style-type: none"> • Ability to contribute to the life of the academy 	✓		<i>Interview</i>
	<ul style="list-style-type: none"> • Ability to adhere to academy policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies 	✓		<i>Interview</i>
	<ul style="list-style-type: none"> • Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely 	✓		<i>Application Interview</i>