

Estates Assistant Person Specification

Candidates will be assessed against the following:

Essential Skills, Knowledge and Qualifications

- A solution focused, “can do” approach to the delivery of estate assistance for the school
- Demonstrable facility management or admin support experience
- Strong organisational and planning skills
- Good understanding of H&S law and standards.
- Working knowledge of Microsoft Office and CRM Systems
- Full-UK driving licence
- Proven project management ability

Desirable Skills, Knowledge and Qualities

- Knowledge and experience of facilities in an educational setting
- Influencing and negotiation skills
- Excellent interpersonal skills with the ability to relate effectively with staff at all levels and to motivate your own team members
- Ability to work on own initiative, managing workloads and assigning priorities for the team
- Demonstrable experience of working as an effective member of a team
- The NEBOSH qualification (national general certificate)
- Membership of a relevant professional body, such as The Institute of Workplace and Facilities Management (IWFM)