## PERSON SPECIFICATION

|  |  |  |
| --- | --- | --- |
|  |  | **Assessed by:**  |
|  | **Essential / Desirable** | **Application form** | **Interview/****task** |
| **EDUCATION AND QUALIFICATIONS**  |  |  |
| First degree and/ or a professional qualification (in an appropriate discipline), or appropriate professional experience relevant to the post | **E**  |   |   |
| IOSH/ NEBOSH qualification or equivalent  | **E**  |   |   |
| Evidence of Continuing Professional Development  | **E**  |   |   |
| **KNOWLEDGE AND EXPERIENCE**  |  |  |
| Comprehensive experience and appreciation of estates related work including health and safety  | **E**  |   |   |
| In-depth knowledge and understanding of current estates legislation, including statutory requirements regarding building services | **E** |   |   |
| Working knowledge and experience of hard and soft FM services that schools require on a daily basis | **E** |  |  |
| Knowledge and understanding of Private Finance Initiatives (PFI) including PFI1 and PFI/BSF contracts | **E** |  |  |
| Demonstrable experience of working in a strategic management role  | **E**  |   |   |
| Practical experience of working across multiple sites  | **E**  |   |   |
| Familiarity and practise of procurement, project and contract management and administration | **E**  |   |   |
| Experience of working in a Multi Academy Trust or other education setting  | **D**  |   |   |
| Proven experience in a line management role  | **E**  |   |   |
| **ABILITIES AND SKILLS**  |  |  |
| Excellent written and verbal communication skills with the ability to present technical data confidently to other professionals and non-professionals | **E**  |   |   |
| Ability to prioritise, plan and organise with meticulous attention to detail | **E**  |   |  |
| Effective time management able to successfully work to tight deadlines and manage multiple projects simultaneously | **E**  |   |   |
| Capable of taking responsibility and working on own initiative  | **E** |   |   |
| Skilled in evaluating performance of others and using negotiating skills to find solutions, particularly in relation to business contractors  | **E** |   |   |

|  |  |  |
| --- | --- | --- |
|  |  | **Assessed by:**  |
|  | **Essential / Desirable** | **Application form** | **Interview/****task** |
| Strong ICT skills with capacity to implement and operate new systems and software | **E**  |   |  |
| Working knowledge of MS Office suite of applications, including Word, Excel and MS Teams | **E**  |   |  |
| Good interpersonal skills, able to influence key stakeholders and to inspire confidence with the Trust Board  | **E**  |   |   |
| Ability to manage diverse teams and stakeholders with collaborative leadership skills  | **E**  |   |   |
| **PERSONAL QUALITIES AND ATTRIBUTES** |  |  |
| Honest, demonstrates integrity, confidence and self-motivation. | **E** |   |   |
| Creative and innovative thinker | **E** |   |   |
| Passionate belief in the Trust’s vision and values | **E**  |   |   |
| Commitment to support Gosforth Group’s agenda for safeguarding and equality and diversity  | **E**  |   |   |
| Sympathetic to and supportive of the Multi-Academy Trust model and ethos of the Gosforth Group  | **E**  |   |   |