



## Person Specification for Trust Estate Officer South Essex Academy Trust

1. Qualifications and Experience	Essential	Desirable
Experience of management of a school site	✓	
Relevant Qualifications NVQ Level 2 or Maths and English equivalent.	✓	
Experience of work planning, contract negotiation and supervision and budget management	✓	
Knowledge of First Aid	✓	
Understand general school policies and procedures	✓	
Good reading and writing skills	✓	
Excellent knowledge of security, heating plant and other building systems	✓	
Ability to undertake DIY tasks	✓	
Clean driving licence	✓	
Ability to count and undertake mathematical calculations	✓	
2. Communication	Essential	Desirable
Ability to complete complex forms, write letters and detailed reports	✓	
Ability to exchange complex verbal information clearly	✓	
Seek support to overcome communication barriers with children and adults	✓	
Ability to negotiate effectively to achieve best outcomes	✓	
Ability to manage difficult or controversial exchanges	✓	
3. Working with children	Essential	Desirable
Understand the school's behaviour management policy		✓
Basic understanding of the learning experience provided by the school		✓
Basic understanding of the way in which children develop		✓



<b>4. Working with others</b>	<b>Essential</b>	<b>Desirable</b>
Ability to make a proactive contribution to the work of the school team	✓	
Seek out, develop and maintain appropriate relationships with those involved with the site management function of the school	✓	
Ability to establish rapport and respectful and trusting relationships with others	✓	
Ability to make an distinctive contribution to the work of a team	✓	
Contribute to the development and implementation of effective systems to share information	✓	
<b>5. Responsibilities</b>	<b>Essential</b>	<b>Desirable</b>
Excellent organisational skills	✓	
Ability to remain calm under pressure	✓	
Ability to supervise and monitor the work of others	✓	
Ability to manage works contracts	✓	
Ability to manage own time effectively	✓	
Demonstrate a flexible approach	✓	
<b>6. General</b>	<b>Essential</b>	<b>Desirable</b>
Demonstrate a commitment to equality.	✓	
Working knowledge and good understanding of Health & Safety.	✓	
Understand and implement child protection procedures.	✓	
Understand procedures and legislation relating to confidentiality.	✓	
Be prepared to develop and learn in the role.		✓