

URSULINE HIGH SCHOOL
ESTATES AND ASSET MANAGER
PERSON SPECIFICATION

Knowledge/Understanding of:

Premises Management	essential
Health & Safety issues	essential
Current educational issues	
Administrative Management	essential
School Catering	desirable
ICT	desirable

Experience of:

Estates Management	essential
Local government	desirable
Leading and managing a team of staff	essential
Working in secondary school or further education	desirable
Managing change successfully	essential
Negotiating contracts	essential

Skills:

ICT, Word, Excel, Database, email, Internet	essential
Experience of a Management information system	essential
Excellent communication skills	essential
Initiative and self-management	essential

Qualities:

Commitment to delivering ethos of the school	essential
Honesty	essential
Integrity	essential
Sense of humour	essential
Team player	essential
Commitment to equal opportunities/social inclusion	essential
Ability to work under pressure	essential