

**PERSON SPECIFICATION**

**OUR LADY OF LOURDES CATHOLIC ACADEMY TRUST**

**Post: Responsible Property Officer May 2019**

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| **Requirements**  | **Post holder requirements****Essential (E)** **Desirable (D)**  | **How this element will be verified****Application (A)****Interview(I)****Practical Tasks (T)** |
| **Education/experience**  |
| Experience in an estates and facilities management or caretaking role  | E | A |
| Experience of working in a primary education environment | D | A |
| Experience in a mechanical and/or electrical  | D | A |
| Willing to develop a knowledge of Health and Safety procedures. | E | A / I |
| Knowledge of Health & Safety regulations relating to Estates function  | E | A / I |
| IOSHH qualification  | D | A |
| Willing to work with the Director of Estates to develop a planned maintenance schedule  | E | I |
| Previous experience of managing contractors  | E | A |
| **Leadership and skills**  |
| Ability to use initiative and problem solving skills  | E | A / I |
| Ability to work with people to motivate, enthuse and inspire colleagues  | E | I |
| Ability to delegate and hold others to account  | E | I |
| Familiarity with Microsoft Office applications and the ability to acquire and update skills as the software packages develop  | D | A / I / T |
| Work proactively as a team member liaising with colleagues  |  | I |
| Ability to carry out day-to-day practical tasks including minor reactive maintenance to the building, fixtures and fittings | E | T |
| **Attributes**  |
| A flexible attitude towards the role, duties and hours  | E | I |
| Committed to the aims of the Our Lady of Lourdes Trust | E | I |
| Understanding of the distinctive nature and catholic ethos of the trust | E | I |
| Clear view of what high standards and performance looks like | E | I |
| Commitment to Safeguarding principles | E | I |