

PERSON SPECIFICATION

Projects Administrator - Estates

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Education & Qualifications	Essential	Desirable	How Identified
Good Standard of Education	✓		Application/ Interview
Certificate in health & safety (IOSH, NEBOSH or similar) or related work experience		✓	
Demonstrate a willingness to attend appropriate training and development	✓		
Personal Attributes	Essential	Desirable	How Identified
Are highly ambitious for self and organisational growth	✓		Application Interview Task
Are brave in leadership decision making, being innovative and forging new paths	✓		
Are curious to identify solutions based on rigorous evidence and research	✓		
Are determined to overcome obstacles and resilient in the face of challenge	✓		
Are fast and nimble to address emerging needs and underperformance	✓		
Are good , moral, truthful and treat others with respect	✓		
Are open minded to bringing about extraordinary change which may challenge the norm	✓		
Knowledge & Experience	Essential	Desirable	How Identified
Previous experience in an administrative role supporting a team	✓		Application Interview Task
Good working knowledge of MS Office packages especially Excel & Word	✓		
Experience of working with internal and external stakeholders	✓		
Experience of report writing and data analysis	✓		
Good technical knowledge of H&S and statutory compliance		✓	
Audit and risk assessments experience		✓	
Familiar with CDM requirements		✓	

Familiar with estates/compliance management information systems (e.g. Every, iAM etc)		✓	
Experience of developing policy and procedures		✓	
Skills	Essential	Desirable	How Identified
Effective written and verbal communication skills	✓		Application Interview Task
Able to demonstrate excellent organisational skills and manage the demands of a busy workload	✓		
Able to take work with limited information to find a workable solution	✓		
Methodical with a high attention to detail approach	✓		
Ability to work on own initiative	✓		
Works well as part of a team with the ability to motivate others to maintain high standards	✓		
Equal Opportunities	Essential	Desirable	How Identified
Demonstrate an acceptance of, and a commitment to, the principles of the Trust's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	✓		Application Interview Task
Committed to equal opportunities policies relating to gender, race and disability in an educational context	✓		
Safeguarding	Essential	Desirable	How Identified
Committed to the protection and safeguarding of children and young people	✓		Application Interview Task
Demonstrates up to date knowledge of relevant legislation and guidance in relation to working with young people		✓	