

## **Person Specification**

### **School Organisation and Capital Specialist**

#### **Part A**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

##### **Essential**

- Qualified to degree level or equivalent in relevant subject
- Good understanding of current policy, legislation and best practice relating to school organisation and school buildings
- Experience in developing and managing capital projects within timescales, budget and quality
- Experience of effective estate/asset management
- Experience of working with schools
- Evidence of effective interpersonal, communication, networking, advocacy and partnership building strategies and skills
- Evidence of ability to build and maintain productive relationships with stakeholders, influencing as appropriate
- Ability to present complex data and analyse appropriately for specific audiences
- Strong analytical skills and an aptitude for developing innovative solutions to problems
- Ability to advise and support internal colleagues and schools on relevant policies, processes and procedures
- Excellent IT skills across a range of systems.
- Ability to propose, develop and implement effective strategies to reach agreed goals and to make clear, informed, appropriate and timely decisions
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- Effective written communication, report-writing and presentation skills

##### **Desirable**

- Relevant post-graduate qualification or equivalent experience
- Project management qualification or equivalent experience
- Experience of managing school/ education capital projects
- Experience of school estate/asset management
- Experience of dealing with contentious or political issues

#### **Part B**

The following criteria will be further explored at the interview stage:

- Experience in developing and managing capital projects within timescales, budget and quality
- Experience of effect estate/asset management
- Good understanding of current policy, legislation and best practice relating to school organisation and school buildings

- Evidence of effective interpersonal, communication, networking, advocacy and partnership building strategies and skills
- Proven ability to build and maintain productive relationships with stakeholders, influencing as appropriate
- Ability to propose, develop and implement effective strategies to reach agreed goals and to make clear, informed, appropriate and timely decisions
- Ability to present complex data and analyse appropriately for specific audiences
- Strong analytical skills and an aptitude for developing innovative solutions to problems
- Effective written communication, report-writing and presentation skills

### **Additional Requirements**

#### **The successful candidate will:**

1. Keep themselves and others informed of all relevant Department for Education (DfE) regulations, legislation and updates
2. Be proactive in sharing information with relevant colleagues and schools