



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 qualification in relevant subject
- Experience in developing and managing capital projects within timescales, budget and quality
- Experience of effective estate/asset management
- An understanding of current policy, legislation and best practice relating to school organisation and school buildings
- Evidence of effective interpersonal, communication, networking 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 a range of 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
- Effective written communication, report-writing and presentation skills

Desirable

- Project management qualification or equivalent experience
- Experience of managing school/ education capital projects
- Experience of school estate/asset management

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 effective estate/asset management
- An 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 a range of audiences

- Strong analytical skills and an aptitude for developing innovative solutions to problems
- Effective written communication, report-writing and presentation skills