



Brentwood Diocese

Brentwood Diocesan Education Service (BDES) - Buildings Development Officer Person Specification

Essential Skills/Experience/Knowledge

- Experience of working with/advising schools or other public sector organisations on the Management and Development of their Assets.
- Knowledge of School's statutory responsibilities as they relate to their sites and buildings
- Understand the principles of school Governance in particular Voluntary Aided Schools and Academies
- Experience of Managing Capital Programmes or delivering capital projects in an educational or public sector setting
- Broad understanding of, and be able to interpret, construction related documentation, for examples surveys, drawings and contracts
- Experience and knowledge of the principles of Project Management
- Ability to analyse, manipulate and report on financial data
- Excellent Microsoft Office skills, including Word, Excel, PowerPoint and other relevant data systems
 - Ability to communicate with confidence at all levels
- Superb organisation and time management skills.
- Punctual, reliable and able to maintain confidentiality at all times
- Ability to multi task, plan and prioritise in a busy working environment
- Accuracy and attention to detail
- Professional approach with excellent interpersonal skills, ability to develop good working relationships
- Proactive and logical with the ability to stay calm when under pressure

Essential Attributes

- Understanding of, and empathy for, the mission and ethos of the Catholic Church in education
- ☐ Enthusiastic and proactive
- Genuine Integrity, reliability and trustworthiness
- Generosity of spirit
- Flexibility – a willingness and ability to embrace change and work hard
- Commitment to the highest standards
- Commitment to finding solutions
- Energy, stamina, resilience – and a sense of humour
- Disciplined approach to following up on outstanding queries
- Tact and courtesy

Qualifications/Professional Development:

- Good Broad education, Mathematics and English equivalent to GCSE level 5+ Essential
- A level or equivalent Essential
- Evidence of personal and/or professional development Essential
- Full driving license and access to a car Essential
- Appropriate professional Qualification Essential
- Degree or equivalent Desirable

Please send a CV and a covering letter, highlighting why this post is of interest to you and how your skills and experience match the job description and person specification, to sophierussell@dioceseofbrentwood.org by Thursday 21st March. Interviews and tasks are likely to take place on Tuesday 2nd April.

