

**St Leonard’s RC Primary School**

**Site Supervisor / Person Specification**

|  |  |  |
| --- | --- | --- |
| **Category** | **Essential** | **Method of Assessment** |
|  Application |  Fully supported by reference |   |
|  Work related Skills/ Knowledge |  Good Communication skills, written and verbal, and the ability to liaise with staff at all levels Excellent practical skills Ability to manage and motivate one’s own workload Good interpersonal skills and the ability to work on an individual basis with the minimum of supervision Ability to create and maintain positive working relationships with contractors, suppliers and service providers Positive approach to customer care and service delivery Ability to carry out minor repairs to school property and equipment Demonstrate initiative in suggestions for School Improvement and development of site areas Knowledge, understanding and experience of the operation of school heating systems and procedures An understanding of cleaning requirements within the school and grounds A sound understanding of health and safety in the workplace Knowledge and understanding of security necessary for premises and grounds An understanding of safeguarding/confidentiality in a school environment |         Application Form/ Interview |
|  Experience/Education/Training |  Previous caretaking /site supervision experience A sound education with regard to numeracy & literacy skills Experience of carrying out maintenance and minor repairs Understanding of health and safety procedures including asbestos management, water hygiene, fire warden/safety etc. Willingness to undertake any additional training where necessary Ability to demonstrate experience in the interpretation of legislation, maintaining safety logs etc. Willingness to work irregular and unsocial hours Good ICT skills |      Application Form/ Interview |
|  Personal Attributes |  Enthusiastic Organised Supportive of the mission, aims and Catholic ethos of the school Maintains high standards Friendly manner Team player Flexible and adaptable Punctual and reliable |      Application Form/ Interview |