

**St Leonard’s RC Primary School**

**Site Supervisor / Person Specification**

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| **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 |