



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

PERSON SPECIFICATION

POST TITLE: Site Supervisor (Hebburn Lakes Primary School)

GRADE: Band 5

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none"> NVQ Level 3 or equivalent experience Evidence of recent training and experience with relevance to the position 	<ul style="list-style-type: none"> I.O.S.H Certificate Risk Assessment Manual Handling Additional relevant qualifications e.g. Health and Safety, First Aid etc. 	<ul style="list-style-type: none"> Application Form Certificates
Work Experience	<ul style="list-style-type: none"> Relevant experience involving practical building work and management Experience in a supervisory/management position Experience in managing orders and budgets Evidence of building DIY/repair work Experience of handling contractors for the Head Teacher (before, during and after hours) 	<ul style="list-style-type: none"> Experience of Risk Assessment Experience of maintaining contracts Experience of line management Understanding of setting up and moving and adjusting ICT equipment 	<ul style="list-style-type: none"> Application Form Interview References
Knowledge/ Aptitude/ Skills	<ul style="list-style-type: none"> Excellent interpersonal skills and ability to work with all staff and contractors Able to move/reinstall the school's technology equipment if necessary Knowledge of health and safety related matters Excellent organisational skills 	<ul style="list-style-type: none"> Knowledge of best value practices 	<ul style="list-style-type: none"> Interview References
Disposition	<ul style="list-style-type: none"> Able to use own initiative in relation to the post Able to work as part of a team working with all stakeholders including children Flexible approach to work Committed to the principles of equality and diversity 	<ul style="list-style-type: none"> Relevant interests 	<ul style="list-style-type: none"> Interview References

	<ul style="list-style-type: none"> • Able to work to tight deadlines • Willing to undertake further training relevant to the post • Able to cope under pressure 		
Circumstances	<ul style="list-style-type: none"> • Able to work split shifts to suit the needs of the schools opening/closing times • Physically able to meet the demands of the post • Enhanced clearance from the Disclosure and Barring Service 		<ul style="list-style-type: none"> • Interview • DBS Check