



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

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