

# Barnes Junior School

Mount Road

Sunderland, SR4 7QF

**Headteacher: Mr S R Ward**

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# Proud to learn Proud to achieve

**PERSON SPECIFICATION – Site Supervisor**

An enhanced DBS clearance is an essential requirement.

A job offer will be subject to a satisfactory full medical check.

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| **Category** | **Essential** | **Desirable** | **Criteria Assessed** |
| Education & Qualifications | * Good numeracy and literacy skills
* Good communication skills
 | * Hold recognised training/qualifications associated with premises management/health & safety ie NEBOSH/IOSH
 | * Application Form
* Supporting Statement
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| Experience | * Premises management in a school or similar environment
* Able to produce Risk Assessments/COSHH Assessments
* Competent at basic building repairs and maintenance – DIY Skills ie mechanical, plumbing, electrical and joinery
* Knowledge of security systems
 | * Use of commercial cleaning and site maintenance equipment
 | * Application Form
* Supporting Statement
* Interview
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| Skills & Abilities | * Ability to work as part of a team and on own initiative
* Ability to plan and prioritise workload, work to deadlines and deal with conflicting priorities
* Ability to perform physical tasks including porterage, lifting and carrying
* Good IT skills and able to use Internet, Emails, Microsoft Packages and able to undertake basic admin tasks
* Ability to demonstrate a practical approach to problem solving.
* Ability to communicate effectively with adults and children.
* Ability to respond calmly to emergencies.
 | * Experience of grounds maintenance, including the clearance and disposal of refuse, litter and other waste
 | * Application Form
* Supporting Statement
* Interview
* Test
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| Knowledge | * Ability to follow and comply with instructions on equipment and/or materials usage.
* To work in accordance with the school’s health & safety policies, HSE legislation and carry out compliance checks
* Understanding of Safeguarding procedures
* Knowledge of Fire Safety Regulations and Procedures
 | * Knowledge of moving and handling procedures
* Knowledge of cleaning procedures required to meet specific standards
* Monitor water temperatures for Legionella prevention
 | * Application Form
* Supporting Statement
* Interview
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| Personal Attributes | * Willing to work flexible hours and outside of normal hours and be a designated key holder.
* Willing to undertake further training.
* Ability to maintain high standards and have a pro-active approach
 | * Use of own vehicle and full clean driving licence
 | * Application Form
* Supporting Statement
* Interview
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