

**Rickleton Primary School**

**Site Supervisor**

**PERSON SPECIFICATION**

An enhanced DBS clearance is an essential requirement.

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

|  |  |
| --- | --- |
| Selection criteria | Evidence |
|  | Essential | Desirable |  |
| Education & Qualifications | * Good numeracy and literacy skills
* Good communication skills
* Willingness to undertake induction training
* Willingness to participate in ongoing training includes COSHH, SAMO, Legionella, first aid.
 | * NVQ 1 and 2 in Cleaning and Support Services or equivalent
* Any relevant qualifications linked to health and safety and to aspects of building and site maintenance.
 | * Application Form
 |
| Experience | * DIY skills both electrical and mechanical
* Use of general cleaning equipment
* Use of grounds maintenance equipment i.e. lawn mower, strimmer.
 | * Caretaking or site keeper/supervisor in a school or similar environment
* Knowledge of security systems
* Use of commercial cleaning equipment
* Use of commercial site maintenance equipment
 | * Application Form
* Interview
 |
| Skills & Abilities | * Ability to work as part of a team
* Ability to work in accordance with the school’s health & safety policies and the code of safe working practice for caretaking premises staff.
* Ability to work to deadlines
* Ability to work on own initiative and have a proactive approach
* Good organisational skills
* Ability to create and maintain positive working relationships with school staff and external contractors
* Ability to undertake general building maintenance and repairs without guidance
* Ability to lift and carry heavy items
* Ability to demonstrate a practical approach to problem solving
* Ability to communicate well with adults and pupils
* Ability to respond calmly to emergencies.
 | * Ability to organise and manage ongoing work programmes
 | * Application Form
* Interview
 |
| Knowledge | * Ability to follow and comply with instructions on equipment and/or materials usage

Ability to carry out health & safety checks and maintain relevant records | * Working knowledge of health & safety procedures and regulations e.g. COSHH, SAMO, Legionella
* Knowledge of moving and handling procedures
* Knowledge of cleaning procedures required to meet specific standards
* Knowledge of basic plumbing and heating systems
 | * Application Form
* Interview
 |
| Personal Attributes | * Flexible and adaptable. Well organised.
* Willing to work outside of normal hours if required e.g. lettings, school fairs, etc.
* Believes in and maintains high standards at all times
* Friendly Manner. Team Player. Punctual and reliable
* Motivated. Positive Outlook. Initiative.
* Enthusiastic and committed.
 |  | * Application Form
* Interview
 |