

**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.

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| 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 |