



## South Tyneside Council

### CHILDREN, ADULTS AND HEALTH

#### PERSON SPECIFICATION

**POST TITLE:** Site Supervisor/Driver (Epinay Business and Enterprise School)

**GRADE:** Band 5

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>		<ul style="list-style-type: none"><li>• IOSH Certificate</li><li>• NVQ Level 3 or extended experience in a relevant field</li><li>• Evidence of further training and development</li><li>• First aid qualification</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>• Evidence of DIY skills</li><li>• Experience of working with contractors</li><li>• Relevant experience involving site supervision or caretaking</li></ul>	<ul style="list-style-type: none"><li>• Experience in a supervisory/management position</li><li>• Experience of managing staff and budgets</li><li>• Experience of initiatives working with children, young people and staff</li><li>• Experience of risk assessment</li></ul>	<ul style="list-style-type: none"><li>• Application form</li><li>• Interview</li><li>• References</li></ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"><li>• Driving licence to drive 3.5+ tonne vehicles. If this is not held, to be committed to and succeeding in achieving this qualification during first 12 months of employment</li><li>• Effective use of ICT to access emails, on line ordering and general information</li><li>• Excellent interpersonal skills and the ability to work with all stakeholders</li><li>• Knowledge of health and safety related matters</li><li>• Excellent organisational and communication skills</li><li>• Willing to undertake further training relevant to the post</li></ul>		<ul style="list-style-type: none"><li>• Application form</li><li>• Interview</li><li>• References</li></ul>

<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Able to use own initiative and work independently</li> <li>• Able to work as part of a team, working with all stakeholders including children and young people</li> <li>• Able to work to tight deadlines</li> <li>• Able to cope under pressure</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>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Able to work flexible hours to suit the needs of the school</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>