

# 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 |
| 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 i.e. mechanical, plumbing, electrical and joinery * Knowledge of security systems | * Use of commercial cleaning and site maintenance equipment | * Application Form * Supporting Statement * Interview |
| 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 |
| 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 |
| 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 |