**SPECIFICATION FOR THE POST OF SITE SUPERVISOR – St. Helen’s Primary School**

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| **ASPECT** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | * Knowledge/skills equivalent to NVQ Level 2 (A)
* Good communication skills (A) (I)
* DBS (Disclosure and Barring Service) Clearance
 | * NVQ Level 3 or above (A)
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| **Experience** | * Experience of generic caretaking duties (A) (I) (R)
* Experience of the ability to create professional working relationships with colleagues (A) (I) (R)
* Experience of supervising staff (A)
 | * Experience of working in a school environment (A) (I) (R)
* DIY skills (A) (I) (R)
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| **Professional Knowledge and Understanding** | * Knowledge and understanding of Health and Safety and COSHH requirements (A) (I) (R)
* Knowledge of the use of cleaning equipment (A) (R)
* Knowledge of security and heating systems (A) (I) (R)
* Ability to carry out minor repairs (A) (I) (R)
 | * Qualification in joinery, plumbing etc (A) (I) (R)
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| **Skills and Personal Qualities** | * Ability to communicate effectively in spoken form (I) (R)
* Well-developed work ethic; able to plan, organise, prioritise and manage time effectively (I) (R)
* Able to work on own initiative (I) (R)
* Persistence and resilience (A) (I) (R)
* High expectations (A) (I) (R)
* Proven record of professional relationships with colleagues and children (A) (R)
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| **Confidential References** | * Recommendation from both referees
 | * Strong recommendation
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