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

|  |  |  |
| --- | --- | --- |
| **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) |
| **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) |
| **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) |
| **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) |  |
| **Confidential References** | * Recommendation from both referees | * Strong recommendation |