

Site Supervisor - Person Specification



- An enhanced DBS Safeguarding clearance is essential (school will organise this).
- A job offer will be subject to satisfactory references, and a medical check via the Council.
- The criteria below will be evidenced through: application form, interview, certificates & references.

	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Possess sufficient numeracy and literacy skills to be able to carry out the role effectively. • Willingness to participate in ongoing training. • Some knowledge and awareness of Health and Safety issues. 	<ul style="list-style-type: none"> • Any relevant qualifications linked to H&S and to aspects of building & site maintenance.
Experience	<ul style="list-style-type: none"> • Handy-person or DIY experience, and ability to carry out minor repairs. • Good practical skills. • Relevant work experience. 	<ul style="list-style-type: none"> • Caretaking or site-keeper/site-supervisor in a school or similar environment. • Use of commercial cleaning equipment • Understanding of the issues around water hygiene, fire warden/safety etc. • Time served tradesman. • Knowledge of security systems, alarms, etc. • Experience of COSHH. • Experience of cleaning a building or site.
Work related Skills & Abilities	<ul style="list-style-type: none"> • Ability to work as part of a team. • Ability to work in accordance with the school's health and safety policies and the code of safe working practice for caretaking premises staff. • Personal initiative and a proactive approach. • Ability to create & maintain positive working relationships with school staff & external contractors. 	<ul style="list-style-type: none"> • Ability to organise and manage ongoing work programmes

	<ul style="list-style-type: none"> • Ability to work to deadlines & to work on own initiative. • Ability to undertake general building maintenance. • Demonstrate initiative in terms of making suggestions for future development of the building & site. • Good organisational skills. • Strong DIY skills – practical skills and ability to tackle minor repairs. • Ability to use a range of tools safely and competently. • Communication and interpersonal skills - able to communicate positively with staff, pupils and external contractors. • Ability to lift and carry heavy items. • Demonstrates a practical approach to problem solving. • Ability to respond calmly to emergencies. • Willingness to work unsocial hours • Ability to respond calmly to emergencies. 	
Knowledge	<ul style="list-style-type: none"> • Ability to follow and comply with instructions on equipment and/or materials usage • Ability to carry out health & safety checks and maintain relevant records 	<ul style="list-style-type: none"> • Working knowledge of health and safety procedures and regulations, e.g. COSHH • Knowledge of security systems as they apply to school buildings. • Knowledge of basic plumbing and of heating systems.
Personal attributes	<ul style="list-style-type: none"> • Physically able to carry out the duties within the Job Description. • Flexible and adaptable. Well organised. • Believes in & maintains high standards at all times. • Friendly manner. Team player. Punctual & reliable. • Motivated. Positive outlook. Initiative. • Enthusiastic and committed. • Reliable and trustworthy. 	

August 2019.