Ryhope Junior School
Person specification: Site Supervisor

Selection Criteria			Evidence
	Essential	**Desirable**	
Education & Qualifications	• Good numeracy and literacy skills • Willing to undertake training and a programme of Continuous Professional Development in line with the role	• NVQ 1 and 2 in Cleaning and Support Services or equivalent • Any relevant qualifications linked to Health and Safety • Any relevant qualifications linked to aspects of building and site maintenance	Application Form
Experience	• General DIY skills • Use of general cleaning equipment and materials	• Site Supervisor or Caretaker in a school or similar environment • Knowledge of security systems • Use of commercial cleaning equipment	Application Form & Interview
Knowledge, Skills & Abilities	• Ability to work in accordance with the school's Health & Safety Policies and Code of Safe Working Practice • Good organisational skills with the ability to work to deadlines • Ability to work on own initiative and have a proactive approach • Ability to undertake general building maintenance and repairs • Ability to demonstrate a practical approach to problem solving • Ability to carry out health & safety checks and maintain relevant records	• Ability to organise and manage ongoing programmes of work • Working knowledge of Health and Safety Regulations and Procedures e.g. COSHH, SAMO, Legionella • Knowledge of moving and handling procedures • Knowledge of cleaning procedures required to meet specific standards • Knowledge of basic plumbing and heating systems	Application Form & Interview
Personal Attributes	• Good communication and interpersonal skills • Ability to work as part of a team; create and maintain positive working relationships • Ability to respond calmly to emergencies		Application Form & Interview