



Ryhope Junior School

Person specification: Site Supervisor

Selection Criteria			Evidence
	Essential	Desirable	
Education & Qualifications	<ul style="list-style-type: none"> • Good numeracy and literacy skills • Willing to undertake training and a programme of Continuous Professional Development in line with the role 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • General DIY skills • Use of general cleaning equipment and materials 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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