Lambton Primary School

 Site Supervisor – Person Specification

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| **FACTOR** | **ESSENTIAL REQUIREMENTS** | **DESIRED REQUIREMENTS** | **METHOD OF ASSESSMENT** |
| **Qualifications and Knowledge** | Good basic literacy and numeracy skillsGeneral knowledge of a broad range of practical tasks associated with a caretaking environment together with the operation of associated tools and equipmentWillingness to attend and complete courses relating cleaning, caretaking and Health & SafetyCompetent user of ICTHold a valid UK driving licence | GCSE or equivalent Maths and EnglishGeneral knowledge of Health and Safety | Qualifications, application form, interview, task and references. |
| **Experience** | Commitment to and pride of standards of cleanliness and health and safety | Experience of cleaning or caretaking duties | Application form, interview and references |
| **Skills and competencies** | Strength, dexterity and coordination to use a range of cleaning/maintenance of tools and equipmentAbility to carry out health and safety checks and maintain log books/recordsAbility to undertake general building and site maintenance and carry out minor repairsAbility to undertake general building and site maintenance and carry out minor repairsAbility to plan and organise resources including effective use of own timeResourceful and works with initiative and without constant supervisionListens, communicates clearly and consults othersReliable and keeps good timeAdapts to change by adopting a flexible and cooperative attitudeSupportive and adapts to team workingAbility to use computer systems for communication/recording and training purposes | Knowledge of heating and security systemsKnowledge of current Health and Safety policies and procedures – including Risk and COSHH assessmentsCompetent DIY skills and use of powered equipmentAbility to manage workloadAbility to recognise when areas of school/grounds require improvement and inform line manager | Qualifications, application form, interview and references |

**A Defty**

**July 2020**