



## Person Specification – Facility Supervisor A1040

### Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### Essential

|   |  |
|---|--|
| 1 | Experience of cleaning in school type environment                          |
| 2 | Knowledge of policy and procedures associated with operation of a facility |
| 3 | Experience of security and access duties                                   |
| 4 | Experience of maintenance and repairs.                                     |
| 5 | Experience of Health and Safety  |

#### Desirable

|   |  |
|---|--|
| 7 | Supervision of staff                               |
| 8 | Managing limited delegated budgets                 |
| 9 | Experience of the lettings of a school or facility |

### Part B: Assessment Stage

Items 1 and 2 of the application stage criteria and the criteria below will be further explored at the assessment stage:

#### Essential

|   |  |
|---|--|
| 1 | Experience of the operational management of a school or other premises.  |
| 2 | Able to read and record information from utilities meters.   |
| 3 | Able to produce accurate and up to date records and reports for the site and report any faults.  |
| 4 | Able to work within and apply all relevant Academy Trust and school policies.  |
| 5 | Able to lead, organise and motivate a group of cleaners.   |
| 6 | Ability to be flexible in relation to working pattern including the support for early or late hours of operation when required   |
| 7 | Knowledge of Health and Safety legislation and protocols   |
| 8 | Demonstrate the appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> <li>▪ motivation to work with children and young people</li> <li>▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>▪ emotional resilience in working with challenging behaviours</li> <li>▪ attitude to the use of authority and maintaining discipline.</li> <li>▪ able to work in partnership with other agencies if required</li> </ul> |
| 9 | No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.  |



## Desirable

|    |  |
|----|--|
| 10 | Committed to developing skills and knowledge |
|----|--|

The following methods of assessment will be used:

| Method          |     | Method          |     |
|-----------------|-----|-----------------|-----|
| Interview       | Yes | Structured task | Yes |
| Other (specify) | No  | Presentation    | No  |

## Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

|   |   |
|---|---|
| 1 | Enhanced Certificate of Disclosure from the Criminal Records Bureau     |
| 2 | Additional criminal record checks if applicant has lived outside the UK |
| 3 | List 99 and/or POCA List (residential establishments only) check        |
| 4 | Right to work clearance   |
| 5 | Two references from current and previous employers                      |