Person Specification

The person specification provides a list of essential criteria (skills and competencies) that a candidate should have in order to perform the job.

Essential Criteria	*Assessed By:*
• Ability to undertake basic maintenance tasks, inc basic DIY, change locks etc..	Application form and Interview
• Have good numeracy and literacy skills	Application form and Interview
• Have awareness of Health and Safety procedures and precautions and follow and understand COSHH and legionella	Application form and Interview
• Have management or supervisory experience	Application form and Interview
• Have experience in relevant or related fields	Application form and Interview
• Have a working knowledge of relevant policies and codes of practice and up to date legislation	Application form and Interview
• Ability to maintain records in line with policies and legal requirements – eg fire alarm testing and legionella testing, etc..	Application form and Interview
• Present a positive personal image, contributing to the welcoming environment	Application form and Interview
• Have knowledge or experience of IT based premises management systems	Application form and Interview
• Willingness to follow a shift pattern. Early Shift - 6.15am – 1.45pm to open school. Late shift 11am - 6.30pm late shift to close school, on a rota with other Site Supervisor	Application form and Interview
• Clean driving licence and willingness to take a Driving assessment and test for 16 seater mini bus	Application form and Interview
• Willingness to undertake training – eg, Safeguarding training, SAMO (Site Asbestos Management Officer), Grounds Maintenance training, Fire Warden training,	Application form and Interview
• Be committed to safeguarding and equal opportunities	Application form and Interview
• Able to plan short term and prioritise workload and that of the team	Application form and Interview
• Understand basic administrative tasks	Application form and Interview
• Able to take initiative and be proactive and lead and motivate a team	Application form and Interview
• An ability to be calm and patient when under pressure	Application form and Interview
	Application form

• An ability to be polite, courteous, and cooperative with other employees, parents, contractors, pupils and visitors	and Interview
• A willingness to work outside contracted hours whenever required – holidays and absences of work colleague.	Application form and Interview
• Experience of general building maintenance	Application form and Interview
• Previous experience in a similar role	Application form and Interview
• Grounds maintenance experience	Application form and Interview

Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and hazards that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities in accordance with all IRIS Learning Trust policies, procedures and arrangements as specified for the post / role.

Potential Hazards

The hazards ticked below are elements of the job that may need to be considered when applying for the role, as well as when completing a Work Health Assessment.	
X Regular client contact or care	X Exposure to noise levels (above 80dbA)
☒ Lone working	☒ Working with waste or refuse
☒ Evening Working	☐ Food Handling
☒ Work at heights	☒ Manual handling tasks
X Working in confined spaces	☐ Electric work
☐ User of Display Screen Equipment (DSE)	☒ Contact with Latex
☐ Repetitive tasks	☒ Chemical / Dust / Fume Exposure (COSHH)
☐ Continual telephone use *(call centre)*	X Working with vibrating tools / machinery