



PERSON SPECIFICATION - Specification - School Site Supervisor

	ESSENTIAL	DESIRABLE/HELPFUL	HOW IDENTIFIED
EXPERIENCE AND QUALIFICATIONS	<ul style="list-style-type: none"> • Ability to undertake basic DIY tasks and minor repairs • Knowledge of health and safety procedures and precautions • Awareness of health and hygiene procedures • Understanding of COSHH, manual handling, ladder safety • A sound level of literacy and numeracy • Experience of caretaking and/or buildings maintenance/security and alarms • Competent IT skills (internet, email) 	<ul style="list-style-type: none"> • Experience of working in the public sector and / or in an education setting • Knowledge of carrying out Risk Assessments • Supervisory experience • First Aid qualification / willingness to qualify • Knowledge of Microsoft Office 	Application / References / Interview
SKILLS AND APTITUDE	<ul style="list-style-type: none"> • Knowledge of moving and handling procedures and the ability to perform physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post • Knowledge of cleaning procedures required to meet specified cleaning standards or willingness to learn • Able to keep accurate work records 	<ul style="list-style-type: none"> • Knowledge of a relevant trade i.e. basic plumbing, joinery 	Application / References / Interview
MOTIVATION AND SOCIAL SKILLS	<ul style="list-style-type: none"> • The ability to communicate clearly both verbally and in writing • Ability to prioritise workload and meet deadlines • Resilience and the ability to work under pressure • Ability to listen and recall details and tasks • Ability to work flexibly and supportively within the academy team 		Application / References / Interview
OTHER	<ul style="list-style-type: none"> • Valid, clean driving licence • Willingness to work the occasional weekend and / or longer hours to cover absent colleagues as required • Supportive of the Catholic ethos of the Trust • Satisfactory DBS disclosure and standard Trust pre-employment checks • A commitment to safeguarding and promoting the welfare of children and young people and willingness to participate in and apply appropriate training 		Application / References / Interview / DBS disclosure