

Person specification form		
Post title: Site Supervisor 2(b)	Grade: Grade 3	
School: Worden	Post number:	
Establishment or team: Site		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
<b>Qualifications</b> NVQ Level 2 qualification in Caretaking (or equivalent) Full driving licence (at School's discretion)	D D	
<b>Experience</b> Experience of undertaking manual tasks (e.g. maintenance, DIY etc) Practical experience of monitoring contract arrangements Experience of testing portable electrical equipment Experience of security-related duties	D D D D	
<b>Knowledge, skills and abilities</b> Ability to work as part of a team Good communication skills Flexible attitude to work Ability to work in an organised and methodical way Basic numeracy & literacy skills Attention to detail skills Basic DIY/Repair skills Ability to use powered tools and equipment relevant to the role (e.g. drill, floor buffer) Time management skills Ability to manage own workload and prioritise effectively Awareness of Health & Safety issues Awareness of CoSHH <i>Good interpersonal skills</i> <i>Positive approach to customer care and service delivery</i>	E E E E E E E D E E E E E	
<i>Commitment to undertaking relevant training and development</i> <i>First aid certificate</i>	D E	

<p><b>Other</b> (including special requirements)</p> <ol style="list-style-type: none"> <li>1. Commitment to safeguarding and protecting the welfare of children and young people</li> <li>2. Commitment to equality and diversity</li> <li>3. Commitment to health and safety</li> <li>4. <i>Willingness to undertake MIDAS training course (where minibus duties are required)</i></li> <li>5. Willingness to work occasionally outside of contracted hours (e.g. Parent evenings, lettings)</li> <li>6. Willingness to respond to emergency callouts</li> <li>7. Satisfactory attendance record/commitment to regular attendance at work</li> </ol>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>I</p> <p>I</p>
<p><b>Note: We will always consider your references before confirming a job offer in writing.</b></p>		