**Building Supervisor Person Specification**

This job description lists the competencies expected of an experienced/fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria)

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| --- | --- | --- | --- |
|  | | **E** | **D** |
| **Qualifications and Attainments** | * Numeracy and literacy skills with an ability to keep accurate records * Further education qualifications in related fields, e.g.: health and safety training or maintenance qualification | E | D |
| **Skills and knowledge** | * IT literate and able to operate software (eg: Microsoft Office, internet) at a basic level * Knowledge of a skilled trade e.g. Electrician, Carpenter or plumber * Knowledge of relevant policies, procedures, codes of practice and awareness of relevant legislation such as health and safety * Good verbal and written communication skills appropriate to the need to communicate effectively * Self-starter, with and ability to work independently & use own initiative to overcome obstacles * Ability to build and form good relationships with students, colleagues and other professionals * Able to follow direction and work in collaboration with line   manager, leadership team and the Trust’s Facilities Team | E |  |
|  |  | D |
|  |  | D |
|  | E |  |
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|  | E |  |
|  | E |  |
| **Experience** | * DIY and/or grounds maintenance experience * Experience of working in a school or similar establishment * Willing to undertake a range of training * Experience of security and safety, including use of intruder and fire alarm systems | E  E | D  D |
| **Personal Attributes** |  |  |  |
|  | * Good organisational skills * Have an openness to learning and change * Have a positive attitude to personal development and training * Be able to work in ways that promote equality of opportunity, | E E E E |
|  | participation, diversity and responsibility   * Recognition of the importance of personal responsibility for | E |
|  | health and safety |  |
| **Additional**  **Requirements** | * This role is subject to an enhanced DBS | E |  |

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|  | * Driving licence and access to own vehicle * Ability to reach, bend and carry out some heavy lifting * Able to work flexibly to meet deadlines and respond to unplanned situations | E E | D |