Person Specification

JOB TITLE:	**Site Supervisor**
DATE:	**June 2026**
STATUS:	**Final**

CRITERIA	**Essential/ Desirable**	**Application**	**Tasks**	**Interview**	**Vetting Checks**
Knowledge and qualifications					
1. Good standard of numeracy and literacy	E	✓			✓
2. Qualification in a craft skill	D	✓			✓
3. Understanding of key health and safety issues.	D	✓		✓	
4. Understanding of service delivery and KPI's.	D	✓		✓	
3. Ongoing development of new skills	D	✓			✓
4. Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.	D	✓		✓	
Experience					
6. Experience of exercising initiative to deal with situations as they arise	E	✓		✓	✓
7. Experience of site management activities including dealing with health and safety issues and maintenance tasks.	E	✓		✓	
8. Experience of a similar role within a school environment	D	✓		✓	
9. Experience of following laid down procedures e.g. health and safety	E	✓			✓
10. Knowledge and trade experience (of one or more of the following): building maintenance work e.g. plumbing, carpentry, electrical, grounds.	D	✓		✓	

Skills and competencies					
11. Able to work well with a team of other staff, communicating accurately both verbally and written.	E	✓		✓	
12. Competent using ICT for administrative duties	E	✓		✓	
14. Ability to use own initiative to manage a demanding workload with frequently changing priorities.	E	✓		✓	
17. Ability to work to agreed targets and work schedules	E				✓
18. Ability to use own initiative and manage a demanding workload with frequently changing priorities	E			✓	✓
19. Ability to multi-task and work under pressure whilst maintaining a high degree of accuracy	E			✓	✓
20. Ability to work effectively both independently and as part of a team	E	✓			✓
21. Excellent organisational skills and manage time effectively	E			✓	✓
22. Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment	D	✓		✓	
23. Personable and flexible approach to working with colleagues	E			✓	
Other					
24. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role	E	✓		✓	✓
25. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role	E				✓
26. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible	E	✓	✓	✓	✓
27. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E			✓	✓