|  | **PERSON SPECIFICATION****POST** School Site Supervisor**GRADE 3 NJC:** Grade 6 / SO1 |
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**NOTE TO CANDIDATE:**

* The ‘**essential criteria’** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
* The **‘desirable criteria’** are used to help decide between candidates who meet **ALL** the Essential Criteria.
* The ‘**how identified’** column shows how the Academy will obtain the necessary information about you.
* If the ‘**how identified’** column states the ‘Application Form’ next to an ‘**essential criteria**’ or a **‘desirable criteria’**, you **MUST** include in your application enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.

|  | **ESSENTIAL****CRITERIA** | **HOW****IDENTIFIED** | **DESIRABLE** **CRITERIA** | **HOW** **IDENTIFIED** |
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| **Qualifications** **and Experience** | * To have level 2 or equivalent in numeracy and literacy.
* Ability to operate at a level of understanding and competence equivalent to NVQ Level 3 standard
* To have or willingness to work towards IOSH qualification.
* Experience of caretaking / site supervising.
* Experience of planning maintenance programmes and planning of works.
* Experience of budget management
* Full and Clean Driving Licence
* Experience of supervising staff.
* First Aid Training or willingness to complete first aid training.
* Knowledge of COSHH.
* Health and safety knowledge.
 | Application form and Interview | * Experience of working in maintenance / trades.
* Level 3 qualification in Caretaking (or equivalent)
* Experience of working within schools.
* Line management experience
 | Application form and Interview |
| Skill and Knowledge  | * Highly competent IT skills
* Highly competent DIY skills.
* Ability to make decisions and use initiative where appropriate.
* Ability to manage, train and develop staff.
* Ability to form good working relationships with service users and work colleagues and work as part of a team.
* Ability to perform manual lifting and porterage duties and other tasks that require physical effort.
* Ability to work in an organised and methodical way, good attention to detail and able to complete documentation in line with the duties of the post.
* The ability to converse at ease with stakeholders and provide advice in accurate spoken English.
* Experience of using computer packages, e.g. Microsoft Word, Excel, Outlook.
* The skill to retain information/processes to carry out duties.
 | Application form and Interview | * Knowledge and operational experience of commercial building systems i.e. BMS, heating, lighting, fire safety systems etc.
* Knowledge of PPM schedules for a building and skills required to perform PPM.
 | Application form and Interview |
| **Special Working** **Conditions** | * Willing to undertake training as required.
 | Application form and Interview | * Any previous training that may be applicable to the post.
 | Interview |