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

**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.

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|  | **ESSENTIAL**  **CRITERIA** | **HOW**  **IDENTIFIED** | **DESIRABLE**  **CRITERIA** | **HOW**  **IDENTIFIED** |
| **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. | Application form and Interview | * Knowledge of COSHH. * Health and safety knowledge. * Experience of working in maintenance / trades. * Level 3 qualification in Caretaking (or equivalent) * Experience of working within schools. | 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 |