

Senior Site Supervisor

Person Specification



Personal Attributes	Essential (E) or Desirable (D)
Qualifications	
GCSE English & Mathematics Level 4 (Grade C) or above.	E
National qualifications level 3, or significant relevant experience.	E
Health & Safety Certification e.g. IOSH, Safety Management, Manual Handling,	D
A willingness to access additional training and development, including qualifications if appropriate.	E
Experience	
Experience of working with site staff to achieve effective operation of facilities	E
Experience of working on building projects – preferably in an education environment	D
Skilled tradesperson, with the ability to undertake minor repairs	D
Experience of maintaining accurate computerised records and systems	E
Evidence of success in building and developing positive working relationships.	E
Experience of dealing with some issues that are more complex, requiring well developed communication skills.	D
Experience of dealing with the public either in person or over the phone.	E
Knowledge/Skills/Abilities	
Computer literate, Core skills - efficiently using email, smartphone/ tablet based applications including data input tools. Document creation ie Word/ Google docs. Ability to navigate and interpret data including spreadsheets.	E
Knowledge and capacity to create spreadsheets to present and analyse data.	D
Ability to use presentation software such as PowerPoint/ Slides.	D
Ability to accurately input, maintain and report data from key business systems.	E
Good understanding of requirements relating to personal data under GDPR	D
Experience of supervising others.	E
Self-motivation and drive to complete the tasks to the required timescales and quality, including having a hands on approach.	E
Confidence to plan and lead meetings with stakeholders both internally and third party.	E
The ability to question, challenge and negotiate when appropriate.	E
Flexibility to adapt to changing workload demands.	E
Ability to develop and maintain good relationships with a wide range of people, from parents and pupils to colleagues and outside agencies.	E
Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people.	E
Other	
Positive recommendation from current employer (if applicable)	E
Satisfactory medical and DBS clearance and proof of legal working in accordance with the Asylum and Immigration Act 1996	E
Satisfactory health and attendance record	E