

Whitburn Church of England Academy Person Specification
Post Title: Senior Site Supervisor



CHARACTERISTICS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment / Background	- Literate and Numerate - Skills and/or experience in one or more of the following: plumbing, general and grounds maintenance, electrical / building maintenance, heating systems	- Trade qualification - NVQ in related field	- Application form - Certificate
Work Experience	- Considerable DIY experience. - Experience of undertaking responsibility for the care and maintenance of premises. - Basic use of IT systems eg emails and online calendars - Experience of working as part of a team - Experience in line management / team supervision	Working in a school environment	- Application form - Interview - References
Knowledge	- Knowledge of Health & Safety and hygiene regulations relevant to the post. - Awareness of COSHH regulations - An understanding of and a commitment to safeguarding and promoting the welfare of children.		- Interview - References - Application Form
Skills/ Aptitudes	- Skills in plumbing, electrical work, carpentry/ joinery or painting to competent DIY standard. - Ability to undertake heavy lifting and other strenuous tasks, requiring an appropriate level of physical fitness. - Ability to work evenings and weekends on an irregular basis and to deal with occasional emergencies outside of normal working hours. - Ability to respond calmly to emergencies - Ability to communicate and liaise effectively with persons at all levels and deal with contractors. - Ability to prioritise and organise own tasks with minimum supervision and to work to agreed targets whilst also following instructions and working to deadlines. - Desire and willingness to learn new skills, and respond positively to advice and guidance. - Good communication skills		- Interview - References - Application Form
Disposition	- Flexible approach to work and team player - Committed to the principles of equality and diversity - Positive attitude - Good timekeeping record - High levels of integrity and trustworthiness		- Application form - Interview - References
Special Requirements	- No adverse criminal record - No adverse disciplinary record		(Enhanced DBS) - References