

| Qualifications: 1. National qualifications level 2 or higher relevant to the post including Maths and English GCSE passes at Grade C or above Experience: 1. Experience of working in a busy school environment or role D 2. Experience of working in a Site Supervisor role D 3. Experience of working in a customer facing role and delivering Excellent standards of service 4. Experience of dealing with matters confidentially and sensitively Experience of supervising staff D 6. Experience of working within a role in the Education/Multi Academy D Trust sector Knowledge: 1. Knowledge of policies and procedures for security, alarm systems, E | Or Desirable (D) | Personal attributes required based on Job Description Essential requirements are those without which an applicant will not be considered for appointment. | | |
|--|---|--|--|--|
| Maths and English GCSE passes at Grade C or above Experience: 1. Experience of working in a busy school environment or role 2. Experience of working in a Site Supervisor role 3. Experience of working in a customer facing role and delivering excellent standards of service 4. Experience of dealing with matters confidentially and sensitively 5. Experience of supervising staff C. Experience of working within a role in the Education/Multi Academy Trust sector Knowledge: | | Qualifications: | | |
| Experience of working in a busy school environment or role Experience of working in a Site Supervisor role Experience of working in a customer facing role and delivering excellent standards of service Experience of dealing with matters confidentially and sensitively Experience of supervising staff Experience of working within a role in the Education/Multi Academy Trust sector Knowledge: | | | | |
| Experience of working in a Site Supervisor role Experience of working in a customer facing role and delivering excellent standards of service Experience of dealing with matters confidentially and sensitively Experience of supervising staff Experience of working within a role in the Education/Multi Academy Trust sector Knowledge: | | Experience: | | |
| 3. Experience of working in a customer facing role and delivering excellent standards of service 4. Experience of dealing with matters confidentially and sensitively 5. Experience of supervising staff D 6. Experience of working within a role in the Education/Multi Academy Trust sector Knowledge: | usy school environment or role D | 1. | | |
| excellent standards of service 4. Experience of dealing with matters confidentially and sensitively 5. Experience of supervising staff 6. Experience of working within a role in the Education/Multi Academy Trust sector Knowledge: | ite Supervisor role D | 2. | | |
| 5. Experience of supervising staff 6. Experience of working within a role in the Education/Multi Academy Trust sector Knowledge: | - | | | |
| 6. Experience of working within a role in the Education/Multi Academy Trust sector Knowledge: | natters confidentially and sensitively E | 4. | | |
| Trust sector Knowledge: | aff D | 5. | | |
| | n a role in the Education/Multi Academy D | | | |
| | | Manual States | | |
| | recodures for sequitive clarps systems | | | |
| health and safety, repairs and maintenance, cleaning, testing and auditing procedure and systems | d maintenance, cleaning, testing and | | | |
| 2. Up to date knowledge of ICT packages D | | | | |
| 3. Up to date knowledge of General Data Protection Regulations and D | | | | |
| Safeguarding legislation | Terai Bata i retection regalations and | | | |
| Skills and Abilities: | | Skills and Abilities: | | |
| Excellent written and verbal communication and interpersonal skills | communication and interpersonal skills E | 1. | | |
| 2. Ability to present information to others in a clear and concise way | n to others in a clear and concise way | 2. | | |
| 3. Ability to work accurately, efficiently with attention to detail and be a team member | ficiently with attention to detail and be a E | | | |

| 4. Ability to organise and prioritise a busy workload and team | Е |
|--|---|
| 5. The ability to communicate with staff, students and visitors politely | E |
| and in a professional manner, remaining calm in sensitive or | |
| challenging situations | |
| 6. Expertise in minor maintenance and repair | Е |
| 7. Ability to be adaptable and flexible when required | Е |
| 8. Maintain confidentiality at all times | Е |
| 9. Ability to provide general site support with accuracy and meet | Е |
| deadlines | |
| | |