

Personal attributes required based on Job Description <i>Essential requirements are those without which an applicant will not be considered for appointment.</i>	Essential (E) Or Desirable (D) Criteria
Qualifications: 1. National qualifications level 2 or higher relevant to the post including Maths and English GCSE passes at Grade C or above	D
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 6. Experience of working within a role in the Education/Multi Academy Trust sector	D D E E D D
Knowledge: 1. Knowledge of policies and procedures for security, alarm systems, health and safety, repairs and maintenance, cleaning, testing and auditing procedure and systems 2. Up to date knowledge of ICT packages 3. Up to date knowledge of General Data Protection Regulations and Safeguarding legislation	E D D
Skills and Abilities: 1. Excellent written and verbal communication and interpersonal skills 2. Ability to present information to others in a clear and concise way 3. Ability to work accurately, efficiently with attention to detail and be a team member	E E E

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