**Site Supervisor**

**Person Specification**

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| **Factors** | **Essential** | | **Desirable** | |
| **Experience** | E1 | Previous experience of working in a similar role, preferably in a school or maintenance environment | D1 | Up to date training on Health and Safety Regulations  Fire marshal safety training  Awareness of premises issues; heating systems/COSHH regulations |
| E2 | Experience of general building repairs and maintenance and techniques for carrying out repair work | D2 | To have good IT skills and to effectively use computers |
| E3 | Excellent communication skills, with the ability to communicate effectively with staff and visitors |  |  |
| **Personal Attributes** | E4 | Able to work as a team member |  |  |
| E5 | Ability to use own initiative and self-motivated |  |  |
| E6 | Able to work unsupervised to a high standard and within agreed timescales |  |  |
| E7 | Ability to work proactively to meet deadlines, respond to unplanned situations and use initiative to resolve day-to-day problems |  |  |
| E8 | To work flexibly which may including evenings and weekends by prior arrangement |  |  |
| E9 | A working knowledge of the principles of site management |  |  |
| **Special Requirements** | E10  E11 | A commitment to safeguard the welfare of children  Compliance with data protection principles |  |  |
| E12 | Compliance with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policies |  |  |
| E13 | Compliance with health and safety policies, rules and regulations |  |  |
|  | E14 | To uphold the Catholic ethos of our schools |  |  |

**June 2022**