



PERSON SPECIFICATION – SITE SUPERVISOR

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you meet these requirements.

Attributes	Essential	Desirable
Qualifications		- Hold recognised training / qualifications associated with premises
Experience	<p>The ability to understand and apply regulations such as health & safety, manual handling, COSHH, Legionella etc</p> <ul style="list-style-type: none"> - Risk Assessment experience / qualification - Competent at basic building repairs and maintenance - To be able to use small industrial, electrical and mechanical equipment 	<ul style="list-style-type: none"> - The ability to operate and understand electrical/mechanical systems - Experience or skills in a trade
Ability, Skills, Knowledge	<ul style="list-style-type: none"> - Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post - Good communication skills - Sound planning and negotiating skills - Ability to manage own time effectively and demonstrate initiative, including establishing priorities - Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests - Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school - Ability to manage people directly and indirectly - Ability to adapt to changing and conflicting demands - Ability to be flexible and work as part of a team or individually as required 	<ul style="list-style-type: none"> - Excellent numeracy and literacy skills - Good IT skills - Ability to gather information and problem solve - Ability to contribute to the life of the school - Sense of humour!
Safeguarding	<ul style="list-style-type: none"> - We are committed to safeguarding and promoting the welfare of children and all staff must demonstrate this commitment. An enhanced DBS check is required for all successful applicants - Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely - Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies. 	