

Lancashire County Council

Person specification form		
Post title: Site Supervisor 3	Grade: Grade 5	
Directorate: Children and Young People	Post number: N/A	
Establishment or team: Whitworth Community High School		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), reference (R) or other (give details)
Qualifications		
NVQ Level 2 Qualification in Caretaking or equivalent	D	AF
NVQ Level 3 Qualification in Caretaking or equivalent	D	AF
Full driving licence	E	AF
Experience		
Experience of undertaking a caretaker or site supervisory function	D	AF, I
Experience of supervising staff and co-operative working	D	AF, I
Experience of planning and programming work	D	AF, I
Experience of testing portable electrical equipment	D	AF, I
Experience of budget management	D	AF, I
Experience of working within a school or public service environment	D	AF, I
Practical experience of monitoring contract arrangements	D	AF, I
Knowledge, skills and abilities		
Ability to develop effective working relationships	E	AF, I
Attention to detail skills	E	AF, I
Ability to work as part of a team	E	AF, I
Good oral and written communication skills	E	AF, I
Flexible attitude to work	E	AF, I
Ability to work in an organised and methodical way	E	AF, I
Time management skills	E	AF, I
Knowledge of Health & Safety guidelines	E	AF, I
Knowledge of CoSHH guidelines	E	AF, I
Good numeracy skills	E	AF, I
Basic DIY, maintenance and repair skills	E	AF, I
Ability to use powered tools and equipment relevant to the role (eg. drill, power washer)	E	AF, I
IT Skills	E	AF, I

Good interpersonal skills	E	AF, I
Positive approach to customer care and service delivery	E	AF, I
Commitment to undertaking relevant training and development	E	AF, I
Other (including special requirements) 1. Commitment to safeguarding and protecting the welfare of children and young people 2. Commitment to equality and diversity 3. Commitment to health and safety 4. Willingness to undertake MIDAS training course (where minibus duties are required) 5. Willingness to work outside of contracted hours (eg. Parent evenings, Open Evening, Governors Meetings) 6. Willingness to respond to emergency callouts 7. Willingness to undertake First Aid training 8. Satisfactory attendance record/commitment to regular attendance at work	E E E E E E E	I I I R I I I
Prepared by: School Business Manager Date: Autumn 2025		
Note: We will always consider your references before confirming a job offer in writing.		