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| **THE**  **DIOCESE OF**  **SHEFFIELD**  **ACADEMIES**  **TRUST** |  |

**THE DIOCESE OF SHEFFIELD ACADEMIES TRUST (DSAT)**

**PERSON SPECIFICATION**

**Trust Site Supervisor**

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|  | **Essential** | **Desirable** | **How Assessed** |
| **Qualifications** |
| Experience of working in a related area of work and/or with a trade background of either plumbing, joinery, plastering, painting/decorating, electrician, grounds maintenance  GCSE English and Maths – minimum Grade C or equivalent  Health and Safety Qualification or equivalent experience | **✓** | **✓**  **✓** | AF /I/ certificates  AF /I/ certificates  AF /I/ certificates |
| **Experience and Skills** | | | |
| An understanding of legislation relating to health and safety; ability to keep up-to-date with new legislation and guidance and advise others, where appropriate | **✓** |  | AF/I |
| Willingness to travel to different school sites across the Trust | **✓** |  | AF/I |
| Own vehicle, driving licence and insurance to cover work journeys | **✓** |  | AF/I |
| Ability to relate and deal effectively with all staff, stakeholders and external contractors at all levels | **✓** |  | AF/I/R |
| Excellent communication and organisational skills and the ability to work under own initiative to prioritise varied workload | **✓** |  | AF/I/R |
| The ability to work within recognised procedures and respond to unexpected problems and situations | **✓** |  | AF/I |
| Good numeracy, communication and negotiation skills, organisational skills, administrative skills, IT and data skills | **✓** |  | AF/I |
| Knowledge of school policies and procedures relation to health and safety and safeguarding |  | **✓** | AF/I |
| **Specialist Skills and Knowledge** | | | |
| Attention to detail, excellent time management and organisational skills | **✓** |  | AF/I |
| Commitment Equal Opportunities and valuing diversity | **✓** |  | AF/I |
| **Personal Skills and Attributes** | | | |
| Confident, enthusiastic, motivated and committed | **✓** |  | AF/I |
| Ability to work as part of a team understanding Trust roles and responsibilities and your own position within these | **✓** |  | AF/I |
| Conscientious, honest, reliable and trustworthy, must be able to deal with issues of a sensitive and confidential nature | **✓** |  | AF/I/R |
| A commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults. | **✓** |  | AF/I |
| **Other** | | | |
| Full Driving Licence | **✓** |  | AF/I |
| Willingness to work flexibly if needed | **✓** |  | AF/I |
| Must satisfy relevant employment checks and be Exempt from the Rehabilitation of Offenders Act, 1974. (All spent convictions to be declared.) | **✓** |  | AF/I |
| A DBS check at enhanced level | **✓** |  | DBS |
| **Physical Requirement** | | | |
| No serious health problem which is likely to impact upon job performance (that is, one that cannot be accommodated by reasonable adjustments). | **✓** |  | AF/I/R |
| Good sickness/attendance record in current/previous employment, as appropriate (not including absences resulting from disability) | **✓** |  | AF/I/R |

Key: AF - Application Form I - Interview R - References

We undertake to make any ‘reasonable adjustments’ to a job or workplace to counteract any disadvantages a disabled person may have. In the event of a large number of applicants meeting the essential criteria, desirable criteria or occupational testing may be used as a further shortlisting tool.