# Lancashire County Council –

# Little Hoole Primary School

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| **Person specification form**  |
| **Post title:** Site Supervisor 2(a) | **Grade:** Grade 4 |
| **Directorate:** Children and Young People | **Post number:**   |
| **Establishment or team:** Little Hoole Primary School  |
| **Requirements** **(based on the job description)**  | **Essential** **(E) or** **desirable** **(D)**  | **To be identified by: application form (AF),** **interview (I), test (T), or** **other (give details)**  |
| **Qualifications** NVQ Level 2 qualification in Caretaking (or equivalent)  |  D  |   AF  |
| Full driving licence (at School’s discretion)   | D  | I   |
| **Experience** Experience of undertaking manual tasks (e.g. maintenance, DIY etc) Experience of supervising staff Experience of testing portable electrical equipment Experience of security-related duties   |  D D D D    |   AF/I   AF/I  AF/I AF/I    |
|  **Knowledge, skills and abilities** Ability to work as part of a team  |  E  |  AF/I  |
| Good communication skills  | E  | AF/I  |
| Flexible attitude to work  | E  | I  |
| Ability to work in an organised and methodical way  | E  | I  |
| Basic numeracy & literacy skills  | E  | AF/I  |
| Attention to detail skills  | E  | AF/I |
| Basic DIY/Repair skills  | E  |  AF/I  |
| Ability to use powered tools and equipment relevant to the role (e.g. drill, floor buffer)  | E  | AF  |
| Ability to manage staff  | E  |  AF/I  |
| Time management skills  | D  | AF/I  |
| Ability to manage own workload and prioritise effectively  | E  |  AF/I  |
| Knowledge of Recruitment & Selection issues  | D  | I  |
| Awareness of Health & Safety issues   | E  | AF/I   |
|  Awareness of CoSHH  |  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  |
| *First aid certificate*  | *D*  | AF  |
| **Other** (including special requirements) 1. Commitment to safeguarding and protecting the welfare of children and young people  |   E   |   I   |
| 2. Commitment to equality and diversity  | E  | I  |
| 3. Commitment to health and safety  | E  | I  |
| 4. *Willingness to undertake MIDAS training course (where minibus duties are required)*  | D   | I  |
| *5.* Willingness to work occasionally outside of contracted hours (e.g. Parent evenings, lettings) | E   | I |
| 6. Willingness to respond to emergency callouts 7. Satisfactory attendance record/commitment to regular attendance at work | E E | II |
|  **Note: We will always consider your references before confirming a job offer in writing**.  |