# 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 | | I  I |
| **Note: We will always consider your references before confirming a job offer in writing**. | | | |