**Site Supervisor**

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| **Person Specification** | | | | |
| **Post title:** Site Supervisor | | **Grade:** 5 | | |
| **Establishment or team:** | | | | |
| **Requirements**  **(based on the job description)** | **Essential**  **(E) or**  **desirable**  **(D)** | | | **To be identified by: application form (AF),**  **interview (I), Reference (R), test (T), or**  **other (give details)** |
| **Qualifications**  NVQ Level 2 qualification in Caretaking (or equivalent)  NVQ Level 3 qualification in Caretaking (or equivalent)  Full driving licence (at School’s discretion) | D  D  D | | | AF  AF  I |
| **Experience**  Experience of undertaking a caretaker or site supervisory function  Experience of supervising staff  Experience of writing maintenance programmes  Experience of planning and programming work  Experience of testing portable electrical equipment  Experience of budget management  Experience of working within a school  Practical experience of monitoring contract arrangements | E  D  D  D  D  D  D  D | | | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **Knowledge, skills and abilities**  Ability to operate at a level of understanding and competence equivalent to NVQ Level 3 standard  Ability to manage, train and develop staff  Ability to resolve conflict  Ability to develop effective working relationships  Attention to detail skills  Ability to work as part of a team  Good oral and written communication skills  Flexible attitude to work  Ability to work in an organised and methodical way  Time management skills  Knowledge of Health & Safety guidelines  Knowledge of CoSHH guidelines  Knowledge of Recruitment & Selection procedures | D  D  E  E  E  E  E  E  E  E  E  E  D | | | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| Good numeracy skills  Basic DIY, maintenance and repair skills  Ability to use powered tools and equipment relevant to the role (e.g. drill, floor buffer)  IT skills  Good interpersonal skills  Positive approach to customer care and service delivery  Commitment to undertaking relevant training and development  First aid certificate | E  E  E  D  E  E  E  D | | | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **Other**  Commitment to safeguarding and protecting the welfare of children and young people  Commitment to equality and diversity  Commitment to health and safety  Willingness to undertake MIDAS training course (where minibus duties are required)  Willingness to work occasionally outside of contracted hours (e.g. Parent evenings, lettings)  Willingness to respond to emergency callouts  Satisfactory attendance record/commitment to regular attendance at work | E  E  E  D  E  E  E | | | I  I  I  I  I  I  I |
| **Note: We will always consider your references before confirming a job offer in writing.** | | | | |
| **Prepared by: RCAT HR Department** | | | **Date: Feb 2023** | |