**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) | DDD | AFAFI |
| **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 | EDDDDDDD | AF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/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 wayTime management skills Knowledge of Health & Safety guidelines Knowledge of CoSHH guidelines Knowledge of Recruitment & Selection procedures  | DDEEEEEEEEEED | AF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/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 | EEEDEEED | AF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/I |
| **Other**Commitment to safeguarding and protecting the welfare of children and young peopleCommitment to equality and diversityCommitment to health and safetyWillingness 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 | EEEDEEE | IIIIIII |
| **Note: We will always consider your references before confirming a job offer in writing.** |
| **Prepared by: RCAT HR Department** | **Date: Feb 2023** |