

Site Supervisor Person Specification

Personal Attributes	Essential (E) or Desirable (D)
Qualifications	
Knowledge of basic health and safety legislation e.g. COSHH.	E
Understanding of site security issues.	E
Evidence of recent, relevant training activities.	D
Willing to undergo training as required; able to understand and apply regulations (such as health and safety, manual handling regulations, etc.).	E
Able to operate electrical/mechanical systems.	E
Able to use ICT systems such as online risk assessments, email etc.	E
Experience	
Competent at basic building repairs and maintenance and ground maintenance.	D
Use of small industrial/electrical/electrical/mechanical equipment.	D
Recent, relevant site-keeping security/maintenance experience.	D
Experience of prioritising tasks and supporting staff in carrying out tasks.	D
Knowledge/Skills/Abilities	
Ability to form good working relationships with children, parents and colleagues.	E
Ability to work as part of an effective team showing enthusiasm, adaptability and flexibility.	E
Able to regularly handle/carry heavy items.	D
Good time management and organisational skills.	E
Able to work effectively with little supervision.	E
Able to show a high level of responsibility.	E
Calm and patient under pressure yet able to meet deadlines.	E
Polite and courteous to members of the public.	E
Competent in the use of ICT (including emails, websites, word).	E
Willingness to support the Christian values and Mission Statement of the school.	E
Other	
A proven record of a high level of attendance at work.	E
Co-operative with other colleagues, pupils, parents, contractors, visitors and all other members of the school community.	E
Able to show initiative and work proactively to ensure the smooth running of the Academy.	E
Conscientious, take pride in their work.	E
To be flexible.	E
Commitment to undertake in-service development and other CPD.	E
Commitment to safeguarding and protecting the welfare of children and	E

<p>young people.</p> <p>Willingness to participate in and support additional activities e.g. curricular activities and events.</p> <p>Commitment to undertake in-service development and other CPD.</p> <p>Commitment to safeguarding and protecting the welfare of children and young people.</p> <p>Willingness to participate in and lead additional activities e.g. curricular activities and events.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
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