

Whitburn Church of England Academy Person Specification

Post Title: Site Supervisor



CHARACTERISTICS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment / Background	<ul style="list-style-type: none"> Literate and Numerate Skills and/or experience in one or more of the following: plumbing, general and grounds maintenance, electrical / building maintenance, heating systems 	<ul style="list-style-type: none"> Trade qualification NVQ in related field 	<ul style="list-style-type: none"> Application form Certificate
Work Experience	<ul style="list-style-type: none"> Considerable DIY experience. Experience of undertaking responsibility for the care and maintenance of premises. Basic use of IT systems eg emails and online calendars Experience of working as part of a team 	<ul style="list-style-type: none"> Working in a school environment 	<ul style="list-style-type: none"> Application form Interview References
Knowledge	<ul style="list-style-type: none"> Knowledge of Health & Safety and hygiene regulations relevant to the post. Awareness of COSHH regulations An understanding of and a commitment to safeguarding and promoting the welfare of children. 		<ul style="list-style-type: none"> Interview References Application Form
Skills/ Aptitudes	<ul style="list-style-type: none"> Skills in plumbing, electrical work, carpentry/ joinery or painting to competent DIY standard. Ability to undertake heavy lifting and other strenuous tasks, requiring an appropriate level of physical fitness. Ability to work evenings and weekends on an irregular basis and to deal with occasional emergencies outside of normal working hours. Ability to respond calmly to emergencies Ability to communicate and liaise effectively with persons at all levels and deal with contractors. Ability to prioritise and organise own tasks with minimum supervision and to work to agreed targets whilst also following instructions and working to deadlines. Desire and willingness to learn new skills, and respond positively to advice and guidance. Good communication skills 		<ul style="list-style-type: none"> Interview References Application Form
Disposition	<ul style="list-style-type: none"> Flexible approach to work and team player Committed to the principles of equality and diversity Positive attitude Good timekeeping record High levels of integrity and trustworthiness 		<ul style="list-style-type: none"> Application form Interview References
Special Requirements	<ul style="list-style-type: none"> No adverse criminal record No adverse disciplinary record 		<ul style="list-style-type: none"> (Enhanced DBS clearance) References