

### Person Specification

**POST:** Site Supervisor (Secondary schools)

PROFILE	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Good standard of general education</li> <li>▪ Driving licence</li> <li>▪ Experience of caretaking/handyman skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mini-bus licence</li> <li>▪ Trade based qualification</li> <li>▪ First Aid trained</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>▪ IT competent and willing to embrace new technology</li> <li>▪ Experience of working at heights</li> <li>▪ Good understanding of H&amp;S legislation</li> <li>▪ Knowledge of good working practices</li> <li>▪ Ability to undertake physical duties, including lifting, carrying and operating machinery</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working within an educational environment</li> <li>▪ Knowledge of efficient cleaning methods and materials</li> <li>▪ Experience of driving minibuses</li> <li>▪ Budget management experience</li> <li>▪ Line management experience</li> </ul>
<b>Abilities and Skills</b>	<ul style="list-style-type: none"> <li>▪ Ability to communicate effectively with children, parents, staff, governors and visitors to the school</li> <li>▪ Ability to work both under direction and using own initiative, as appropriate</li> <li>▪ Skills needed to undertake simple repair and maintenance tasks</li> <li>▪ Ability to work effectively within a team</li> <li>▪ Flexible approach to work and willingness to adapt hours of work to meet the needs of the School.</li> <li>▪ Ability to work to deadlines, and manage a varied workload</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evidence of success in completing handyperson or DIY tasks (paid or unpaid)</li> <li>▪ Ability to communicate and liaise effectively with persons at all levels</li> <li>▪ Ability to prioritise and organise own tasks with minimum supervision and to work to agreed targets</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>▪ Commitment to safeguarding young people</li> <li>▪ Flexibility and sensitivity to the needs of a wide range of users of the school</li> <li>▪ Willingness to be involved in all aspects of school life</li> <li>▪ Reliability</li> <li>▪ Friendly, open and approachable</li> <li>▪ A commitment to inclusion and equality of educational opportunity for all children, irrespective of gender, ability and ethnic origin.</li> <li>▪ A commitment to support the Catholic ethos of the school</li> </ul>	<ul style="list-style-type: none"> <li>▪ Desire and willingness to learn new skills and respond positively to advice and guidance</li> </ul>