# Site Supervisor Person Specification

| | Essential | Desirable |
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| Qualifications and training | Good standard of written and spoken English and basic numeracy.<br><br>Willingness to undertake relevant job-specific training and development. | Relevant health and safety training.<br><br>First Aid qualification.<br><br>Fire safety, asbestos awareness, legionella or other relevant site management training. |
| Experience | Experience in premises maintenance, caretaking, facilities management or a similar practical role.<br><br>Practical knowledge of general building maintenance, repairs and DIY activities.<br><br>Understanding of health and safety requirements and safe working practices.<br><br>Experience of working as part of a team and supporting colleagues.<br><br>Experience of coordinating or overseeing contractors and maintenance activities.<br><br>Awareness of safeguarding responsibilities within a school environment. | Experience of supervising or supporting the work of other staff.<br><br>Previous experience working within a school or educational environment. |
| Skills and knowledge | H&S policies/codes of practice/legislation<br><br>Awareness of COSHH and the safe handling and storage of cleaning materials and other substances.<br><br>Ability to identify maintenance issues, potential hazards and report concerns appropriately<br><br>Ability to work collaboratively alongside the Site Manager and wider school team.<br><br>IT skills<br><br>Effective communication skills – orally and in writing | Understanding of using IT systems such as Concerto and Alpha Tracker |

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| Personal qualities | Commitment to promoting the ethos and values of the school<br><br>Positive, flexible and willing to support the operational needs of the school.<br><br>Practical, hands-on approach with a willingness to undertake a range of site duties.<br><br>Proactive and able to work using own initiative within agreed responsibilities.<br><br>Approachable and able to communicate professionally with pupils, staff, parents, visitors and contractors.<br><br>Able to remain calm and respond appropriately when dealing with unexpected situations or competing priorities.<br><br>A positive team player who is supportive and cooperative. | |