**Person specification: Assistant Site Supervisor**

**The person appointed will:**

* Have the ability to relate easily to a wide range of people, through an even temperament and a good sense of humour
* An understanding of basic health and safety in a school environment
* Basic DIY skills
* Ability to adhere to working procedures and policies within the school environment
* Ability to perform physical tasks as required by the role, including manual handling
* A full understanding of the schools equal opportunity policy, child protection policy and health and safety related policies
* Be self-motivated, pro-active and able to work in a very autonomous way, being able to manage own workload, with strong organisational skills
* Be flexible and adaptable
* Have a clear understanding of aims and values and ethos of the school
* Have a clean current driving licence (preferred)
* **Qualifications and experience**
* The person appointed will have:
* Some background in the building trade c.10 years to include experience in range of disciplines (carpentry, plumbing, electrics, plastering)
* Ability and experience of using a wide range of machinery
* Understanding of health and safety requirements of a large site and the ability to recognise and take action to avoid potential risks under Health & Safety legislation
* **Security**
* Maintain the security of the premises by opening and closing premises (including times for lettings), checking and replacing CCTV tapes (where applicable), repairing doors, latches and fences, acting as key holder for out of hours contact to maintain a safe environment
* Be aware of, and report as necessary, security issues both during normal opening hours and out of hours.
* Be a key holder for the school site.
* **Staff Development**
* To assess development and training needs and discuss with line manager.
* To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
* To keep personal records of all staff development activities in which you are/have been involved.
* The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with your line manager