



The Coleshill School: An 11-19 Enterprise and Business Academy

Person Specification – Site Supervisor



	Essential Criteria	Desirable Criteria	Method of Assessment	
Qualifications / Vocational Training / Competences	Educated to at least Level 1 in Literacy and Numeracy. Competent to read instructions and work out simple measurements Computer skills to access emails and site logging system Minibus Driver Qualification (MIDAS)	Pat Testing Qualification First Aid Qualification	Application Form.	<input type="checkbox"/>
Experience	Building /Site Maintenance and cleaning experience Supervising and organising teams Good basic DIY skills	Working in a school environment	Application Form and Interview.	<input type="checkbox"/>
Knowledge and Understanding	Understand and operate within regulations Understand and work to procedures, follow straightforward instructions and read labels Computer skills		Interview	<input type="checkbox"/>
Job Related Skills	Confident to operate electrical equipment Able to use materials safely Able to identify straightforward solutions to simple problems Able to communicate and exchange straightforward information with colleagues and school users Awareness of health and safety legislation Able to prioritise Good organisational skills Able to lead a team Able to keep good and accurate records		Interview and References	<input type="checkbox"/>

Personal Skills and Qualities	Role model for colleagues Excellent timekeeping Good team member Good Communication skills. Able to move and carry heavy items Reliable, calm and patient Hardworking, conscientious and honest Ability to plan ahead Work under own initiative		References	<input type="checkbox"/>
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October 2017