**Person Specification: Site Supervisor**

**Qualification Criteria**

* Right to work in the UK.
* Relevant Health and Safety qualifications (or willingness to work towards)

**Skills/Experience**

* Experience in a similar role within a school (preferable)
* Experience in caretaking and building maintenance
* Experience of plumbing, carpentry or electrical work desirable
* Ability to use computer control systems and standard MS Office packages

**Personal Characteristics**

* Excellent team player, helpful, friendly and willing to undertake extra tasks (as and when necessary)
* Strong oral communication skills, with the ability to communicate tactfully and effectively with people at varying levels
* Flexible attitude to work and willingness to support colleagues.

**Other**

* Commitment to the safeguarding and welfare of all pupils.
* This post is subject to an enhanced Criminal Records Bureau disclosure.
* The post holder must be willing to work evenings and weekends on an occasional basis, and be able to deal with emergencies outside of core hours
* The post holder must be able to meet the physical demands of the role

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

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ARK Schools, Safe Recruitment Procedure

ARK is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below, but can be provided in more detail if requested.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (CRB). Applicants are required, before appointment, to disclose any conviction, caution or binding over including ‘spent convictions’ under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Shortlisting

Only those candidates meeting the right criteria will be taken forward from application.

Interview

1. Longlisted candidates will be subject to a screening interview. Those shortlisted will take part in an in-depth interview process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee’s suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safe guarding and relationships with pupils.