

Cannon Lane Primary School

Site Supervisor – Person Specification



The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the following criteria.

	ESSENTIAL	DESIRABLE
Qualifications, training and Experience	<ul style="list-style-type: none"> • Significant experience or skills in building maintenance • The ability to understand and apply regulations such as health & safety, manual handling, COSHH, Legionella etc. • The ability to maintain effective administrative systems including the use of appropriate IT programs • Competent at basic building repairs and maintenance • Excellent numeracy and literacy skills 	<ul style="list-style-type: none"> • Hold recognised training/qualifications associated with premises management • Risk Assessment experience/qualification • IOSH Managing Safely qualification
Professional Values	<ul style="list-style-type: none"> • Establish and maintain good professional relationships with pupils, parents and staff • Adopt a flexible approach to working • Possess integrity, honesty and commitment to fairness • A commitment to safeguarding the wellbeing of children 	
Knowledge and understanding	<ul style="list-style-type: none"> • Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post • Good communication and IT skills • Ability to manage own time effectively and demonstrate initiative including establishing priorities • Ability to be flexible and work as part of a team or individually as required 	<ul style="list-style-type: none"> • Sound planning and negotiating skills
Personal characteristics	<ul style="list-style-type: none"> • Has integrity and ability to be both discreet and calm in the challenges this post • Enthusiastic and approachable • A punctual and empathetic team player • Professional but approachable demeanour in relating to all members of the school community, suppliers etc. • Well presented, with dress standards and appearance appropriate to the role • Commitment to the security of the school • Fit and able to carry out duties • Ability to deal with manual handling and to work at high levels with the appropriate equipment 	