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| **Person specification form** | | | |
| **Post title:** Assistant Site Supervisor | | **Grade:** Grade 4 | |
| **Hodgson Academy** | | | |
| **Requirements**  **(based on the job description)** | **Essential (E)**  **or**  **desirable (D)** | | **To be identified by: application form (AF),**  **interview (I), references (Ref)**  **test (T), or**  **other (give details)** |
| **Qualifications** |  | |  |
| NVQ Level 2 qualification in Caretaking (or equivalent) | D | | Certificates |
| Full driving licence | E | | Driving Licence |
| Licenced to drive a Minibus (D1) | D | | Driving Licence |
| **Experience** |  | |  |
| Experience of undertaking manual tasks (e.g. maintenance,  DIY etc)  Experience of supervising staff  Experience of security-related duties | D  D  D | | AF / I / Ref  AF / I / Ref  AF / I / Ref |
| **Knowledge, skills and abilities** |  | |  |
| Ability to work as part of a team | E | | AF / I / Ref |
| Good communication skills | E | | AF / I / Ref |
| Flexible attitude to work | E | | AF / I / Ref |
| Ability to work in an organised and methodical way | E | | AF / I / Ref |
| Basic numeracy & literacy skills | E | | AF / I / Ref |
| Attention to detail skills | E | | AF / I / Ref |
| Basic DIY/Repair skills | E | | AF / I / Ref |
| Ability to use powered tools and equipment relevant to the role (e.g. drill, floor buffer) | E | | AF / I / Ref |
| Ability to manage staff | E | | AF / I / Ref |
| Time management skills | E | | AF / I / Ref |
| Ability to manage own workload and prioritise effectively | E | | AF / I / Ref |
| Awareness of Health & Safety issues / COSHH | E | | AF / I / Ref |
| Good interpersonal skills | E | | AF / I / Ref |
| Positive approach to customer care and service delivery | E | | AF / I / Ref |
| Commitment to undertaking relevant training and development | E | | AF / I / Ref |
|  |  | |  |
| **Other** (including special requirements) |  | |  |
| 1. Commitment to safeguarding and protecting the welfare of children and young people | E | | AF / I / Ref |
| 1. Commitment to equality and diversity | E | | AF / I / Ref |
| 1. Commitment to health and safety | E | | AF / I / Ref |
| 1. Willingness to undertake Minibus training course (where minibus duties are required) | E | | AF / I / Ref |
| 1. Willingness to work outside of contracted hours (e.g. Parent evenings, lettings) | E | | AF / I / Ref |
| 1. Willingness to respond to emergency callouts | E | | AF / I / Ref |
| **Note: We will always consider your references before confirming a job offer in writing**. | | | |

This academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.