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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 | DDD | AF / I / RefAF / I / RefAF / 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 |
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| **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.