

**Banks Lane Infant & Nursery School**  
*Working together, nurturing excellence*



**Person Specification: Site Supervisor**

**DIVISION:** Services to People

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<ul style="list-style-type: none"> <li>Building maintenance experience, e.g. carrying out basic repairs not requiring a contractor</li> <li>Supervisory experience</li> <li>Ability to liaise with contractors and suppliers</li> <li>Basic cleaning skills</li> <li>Experience of carrying out risk assessments, COSHH management &amp; general Health &amp; Safety procedures</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an educational setting</li> <li>Knowledge of monitoring energy, using and operating heating systems/other plant/machinery</li> <li>Experience of building security and alarms</li> <li>Experience of maintenance/premises management services</li> <li>Experience of tool &amp; machinery maintenance, including inventory</li> </ul>	Application form/Interview
TECHNICAL SKILLS	<ul style="list-style-type: none"> <li>DIY skills</li> <li>Good organisation and planning skills, including effective record keeping</li> <li>Excellent communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Handling and Lifting Awareness;</li> <li>Cleaning, security, supervision and stock control experience.</li> </ul>	Application form/Interview
QUALIFICATIONS	<ul style="list-style-type: none"> <li>Good Literacy and Numeracy skills</li> </ul>	<ul style="list-style-type: none"> <li>Building maintenance/cleaning science qualification</li> <li>Customer care</li> <li>Awareness of basic Health and Safety Issues</li> </ul>	Application form/Interview
GENERIC	<ul style="list-style-type: none"> <li>Ability to maintain confidentiality</li> <li>Ability to prioritise and be flexible to deal with new tasks as they arise</li> <li>Reasonable ICT skills</li> <li>Work well within a team environment</li> <li>Ability to co-operate with colleagues</li> <li>Work effectively unsupervised</li> <li>Proactive in prioritising and managing Health &amp; Safety issues</li> </ul>		Application form/Interview

ANY ADDITIONAL FACTORS	<p>Must be able to work unsocial hours</p> <p>Must be available for call out and overtime duties related to out of school hours use</p> <p>Ability to work under pressure to strict deadlines</p> <p>Must be able to lift, bend and climb ladders etc.</p> <p>To meet Stockport Council's standard of attendance</p> <p>Understands and actively supports Stockport Councils Diversity &amp; Equality policy</p> <p>Willingness to be flexible in a changing environment</p>	Able to take annual leave predominantly during school holidays	Application form/Interview
SAFEGUARDING	<p>Understanding why safeguarding is important when working with children and young people</p> <p>Enhanced DBS and Children's Barred List clearance.</p>		Interview