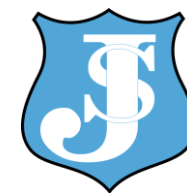


St. John's C.E. Primary School

'High standards – through a caring community'



Person Specification: Site Supervisor

	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Experience	<ul style="list-style-type: none"> Building maintenance experience, e.g. carrying out basic repairs not requiring a contractor; Supervisory experience; Ability to liaise with contractors and suppliers; Basic cleaning skills. 	<ul style="list-style-type: none"> Experience of working in an educational setting; Knowledge of monitoring energy, using and operating heating systems/other plant/machinery; Experience of building security and alarms; Experience of maintenance/premises management services. 	<ul style="list-style-type: none"> Application form/Interview
Technical Skills	<ul style="list-style-type: none"> DIY skills Good organisation and planning skills, including effective record keeping; Excellent communication skills; 	<ul style="list-style-type: none"> Handling and Lifting Awareness; Cleaning, security, supervision and stock control experience. 	<ul style="list-style-type: none"> Application form/Interview
Qualification	<ul style="list-style-type: none"> Good Literacy and Numeracy skills 	<ul style="list-style-type: none"> Building maintenance/cleaning science qualification Customer care; Awareness of basic Health and Safety Issues 	<ul style="list-style-type: none"> Application form/Interview
Generic	<ul style="list-style-type: none"> Ability to maintain confidentiality; Ability to prioritise and be flexible to deal with new tasks as they arise; Reasonable ICT skills. Work well within a team environment; Ability to co-operate with colleagues; Work effectively unsupervised; 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Additional Factors	<ul style="list-style-type: none"> Must be able to work unsocial hours; Must be available for call out and overtime duties related to out of school hours use; Ability to work under pressure to strict deadlines; Must be able to lift, bend and climb ladders etc. To meet Stockport Council's standard of attendance. Understands and actively supports Stockport Councils 	<ul style="list-style-type: none"> Able to take annual leave predominantly during school holidays 	<ul style="list-style-type: none"> Application form/Interview

	<div>diversity and equality policy.</div> <ul style="list-style-type: none"> • A willingness to be flexible in a changing environment 		
Safeguarding	<ul style="list-style-type: none"> • Understanding why safeguarding is important when working with children and young people • Enhanced DBS and Children's Barred List clearance. 		<ul style="list-style-type: none"> • Interview

Competencies

The main purpose of the above competencies is to define the standards of behaviour required by the organisation. All employees are expected to perform satisfactorily to the generic employee competencies which are reviewed as part of Council's Employee Performance and Development Review scheme for all employees.

Competency	Definition
Communicating Effectively	<ul style="list-style-type: none"> • Communicate effectively face to face, by telephone or written word with a diverse range of people • Make effective use of new technology in communications contribution
Being customer focussed	<ul style="list-style-type: none"> • Provides excellent customer service • Develops and maintains positive working relationships with customers • Contributes to the continual improvement of services
Effective Team Working	<ul style="list-style-type: none"> • Develops and maintains positive working relationships with other team members • Develops positive working relationships with other teams both within and outside the organisation (e.g "colleagues" in the voluntary sector or health service) • Contributes to the achievement of team goals
Personal Organisation and Effectiveness	<ul style="list-style-type: none"> • Achieves personal objectives on time and to the agreed standard whilst having consideration for the effect on others
Personal Development	<ul style="list-style-type: none"> • Take responsibility for the development and learning of self and others
Making the most of Information and Communications Technology	<ul style="list-style-type: none"> • Can operate all technology necessary for the job role
Working Safely	<ul style="list-style-type: none"> • Follows the Council and Service specific Health and Safety Policies • Follows local health and safety procedures / practices

An assessment is carried out by the employee and their manager. The results are discussed as part of the Personal Development Review meeting.

This Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff within this area to share this commitment and to have understanding of the common core skills and knowledge.