




# St Leonard's RC Primary School

## Site Supervisor / Person Specification



| <u>Category</u>                   | <u>Essential</u>   | <u>Method of Assessment</u>  |
|-----------------------------------|--|--|
| Application                       | Fully supported by reference   |  |
| Work related Skills/<br>Knowledge | <ul style="list-style-type: none"> <li>• Good Communication skills, written and verbal, and the ability to liaise with staff at all levels</li> <li>• Excellent practical skills</li> <li>• Ability to manage and motivate one's own workload</li> <li>• Good interpersonal skills and the ability to work on an individual basis with the minimum of supervision</li> <li>• Ability to create and maintain positive working relationships with contractors, suppliers and service providers</li> <li>• Positive approach to customer care and service delivery</li> <li>• Ability to carry out minor repairs to school property and equipment</li> <li>• Demonstrate initiative in suggestions for School Improvement and development of site areas</li> <li>• Knowledge, understanding and experience of the operation of school heating systems and procedures</li> <li>• An understanding of cleaning requirements within the school and grounds</li> <li>• A sound understanding of health and safety in the workplace</li> <li>• Knowledge and understanding of security necessary for premises and grounds</li> <li>• An understanding of safeguarding/confidentiality in a school environment</li> </ul> |  <p>Application Form/ Interview</p>   |
| Experience/<br>Education/Training | <ul style="list-style-type: none"> <li>• Previous caretaking /site supervision experience</li> <li>• A sound education with regard to numeracy &amp; literacy skills</li> <li>• Experience of carrying out maintenance and minor repairs</li> <li>• Understanding of health and safety procedures including asbestos management, water hygiene, fire warden/safety etc.</li> <li>• Willingness to undertake any additional training where necessary</li> <li>• Ability to demonstrate experience in the interpretation of legislation, maintaining safety logs etc.</li> <li>• Willingness to work irregular and unsocial hours</li> <li>• Good ICT skills</li> </ul>  |  <p>Application Form/ Interview</p>  |
| Personal Attributes               | <ul style="list-style-type: none"> <li>• Enthusiastic</li> <li>• Organised</li> <li>• Supportive of the mission, aims and Catholic ethos of the school</li> <li>• Maintains high standards</li> <li>• Friendly manner</li> <li>• Team player</li> <li>• Flexible and adaptable</li> <li>• Punctual and reliable</li> </ul>   |  <p>Application Form/ Interview</p> |