Lambton Primary School

Site Supervisor – Person Specification

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| **FACTOR** | **ESSENTIAL REQUIREMENTS** | **DESIRED REQUIREMENTS** | **METHOD OF ASSESSMENT** |
| **Qualifications and Knowledge** | Good basic literacy and numeracy skills  General knowledge of a broad range of practical tasks associated with a caretaking environment together with the operation of associated tools and equipment  Willingness to attend and complete courses relating cleaning, caretaking and Health & Safety  Competent user of ICT  Hold a valid UK driving licence | GCSE or equivalent Maths and English  General knowledge of Health and Safety | Qualifications, application form, interview, task and references. |
| **Experience** | Commitment to and pride of standards of cleanliness and health and safety | Experience of cleaning or caretaking duties | Application form, interview and references |
| **Skills and competencies** | Strength, dexterity and coordination to use a range of cleaning/maintenance of tools and equipment  Ability to carry out health and safety checks and maintain log books/records  Ability to undertake general building and site maintenance and carry out minor repairs  Ability to undertake general building and site maintenance and carry out minor repairs  Ability to plan and organise resources including effective use of own time  Resourceful and works with initiative and without constant supervision  Listens, communicates clearly and consults others  Reliable and keeps good time  Adapts to change by adopting a flexible and cooperative attitude  Supportive and adapts to team working  Ability to use computer systems for communication/recording and training purposes | Knowledge of heating and security systems  Knowledge of current Health and Safety policies and procedures – including Risk and COSHH assessments  Competent DIY skills and use of powered equipment  Ability to manage workload  Ability to recognise when areas of school/grounds require improvement and inform line manager | Qualifications, application form, interview and references |

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**July 2020**