

**Tanfield School**  
**Person Specification – Facilities Supervisor**

*Purpose:*

- *To take an active role in ensuring the learning environment of the school meets the needs of stakeholders as a member of the Business Services Team which encompasses of Facilities and IT Support Services.*
- *To be responsible for the maintenance and security of school premises and site, ensuring a safe environment.*

Category	Essential	Desirable	Evidence
<b>APPLICATION</b>	<ul style="list-style-type: none"> <li>• Fully supported in reference.</li> </ul>		Application Form References
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Possesses sufficient Literacy and Numeracy skills to be able to carry out role effectively.</li> <li>• Willingness to participate in training relevant to the post.</li> </ul>	<ul style="list-style-type: none"> <li>• Time served tradesperson.</li> <li>• Experience of working in a similar role in a school or educational establishment.</li> </ul>	Application Form References Certificates
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Ability to carry out repairs and maintenance tasks (not requiring a qualified craftsman) competently and within a reasonable time.</li> <li>• Ability to use tools competently and safely.</li> <li>• Ability to work unsupervised showing initiative and strong time management.</li> <li>• Willingness and ability to clean designated areas competently and to a high standard.</li> <li>• Possess the social skills necessary to communicate effectively and politely with colleagues and visitors.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> <li>• Experience of caretaking</li> <li>• Knowledge of undertaking Risk Assessments.</li> </ul>	Application Form References Interview
<b>SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Ability to clean and maintain a high standard of cleanliness throughout the school.</li> <li>• Able to carry out painting, decorating and minor repairs.</li> <li>• Ability to work by yourself, but also experience of working within a team.</li> <li>• Good organisational and time management skills.</li> <li>• Good basic Literacy and Numeracy skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of current Health and Safety policies and procedures – including Risk and COSHH Assessments.</li> <li>• Competent DIY Skills</li> <li>• Able to recognise when areas of school/grounds require improvement and inform line manager.</li> </ul>	Application Form Reference Interview
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• To display a ‘can do’ attitude and willingness to learn in order to support the needs of the school</li> <li>• Enthusiastic, committed, hardworking and self-motivated.</li> <li>• Trustworthy and reliable.</li> <li>• Friendly disposition</li> <li>• Ability to get on well with people of all ages.</li> <li>• Good role model for staff and pupils.</li> <li>• Flexible enough in attitude to be able to deal positively with the unexpected challenges and changes to routine that are, from time to time, an inevitable part of school life.</li> </ul>		Application Form Reference Interview

In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours;
- Attitudes to use of authority and maintaining discipline;