

Elston Hall Learning Trust – Person Specification

Site Supervisor – Grade 4

Attributes	Essential	Desirable
Qualifications & Training	Evidence of: <ul style="list-style-type: none"> ✓ Good literacy and numeracy skills 	Evidence of: <ul style="list-style-type: none"> ✓ Experience / qualifications in building trades, i.e carpentry, electrics, plumbing
Knowledge and Experience	Evidence of: <ul style="list-style-type: none"> ✓ Knowledge and understanding of relevant policies / codes of practice – Health & Safety ✓ Experience of using own initiative ✓ Practical experience of property maintenance work 	Evidence of: <ul style="list-style-type: none"> ✓ Previous experience in a similar role ✓ Previous experience of working in a school environment
Skills and Abilities	Evidence of: <ul style="list-style-type: none"> ✓ Ability to use computer systems, including Microsoft Office ✓ Practical experience of property maintenance work ✓ Ability to communicate clearly at all levels with internal and external personnel, contractors and suppliers ✓ manual handling ✓ Plan and manage own workload 	Evidence of: <ul style="list-style-type: none"> ✓ Experience in carpentry ✓ Experience of property maintenance ✓ Knowledge of Health & Safety Procedures ✓ Working knowledge of risk assessments and COSHH ✓ Knowledge of security systems
Personal qualities	Evidence of: <ul style="list-style-type: none"> ✓ Have a happy and welcoming manner ✓ Ability to remain calm when in potentially stressful situations ✓ People skills which enable you to get on with both children and adults ✓ Self-motivated and organised ✓ Calm, courteous manner ✓ Trustworthy and thorough ✓ Sense of pride in the work you undertake 	
Notes	The above will be evidenced by a variety of means including: <ul style="list-style-type: none"> ✓ Application Form ✓ References ✓ Interviews 	