

Site Supervisor – Personal Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<p style="text-align: center;">RELEVANT EXPERIENCE</p>	<ul style="list-style-type: none"> • Experience of managing facilities and premises related matters • Applying and working within health and safety legislation • Experience of maintenance work/related 'handyperson' tasks • Monitoring and quality control of site services for improvement purposes • Experience of arranging/coordinating refurbishment of site projects 	<ul style="list-style-type: none"> • Experience of working within a school or education environment • Experience of writing reports and analysing information 	<p style="text-align: center;">Application/interview/references</p>
<p style="text-align: center;">EDUCATION, KNOWLEDGE AND EXPERIENCE</p>	<ul style="list-style-type: none"> • Good general standard of education, literacy and numeracy skills • Competent at basic building repairs, maintenance and use of small electrical, mechanical equipment 	<ul style="list-style-type: none"> • Evidence of further training/personal career development 	<p style="text-align: center;">Application/interview</p>
<p style="text-align: center;">SKILLS, ABILITIES AND PERSONAL QUALITIES</p>	<ul style="list-style-type: none"> • General cleaner and maintenance/'handy person' skills • Adaptable and flexible • Ability to work under pressure and to deadlines • Excellent interpersonal skills • Ability to communicate effectively and relate to a wide range of people • Pro-active • Good organisational skills • Able to prioritise own workload • Sense of humour 	<ul style="list-style-type: none"> • Computer literate 	<p style="text-align: center;">Application/interview/references</p>