**Person Specification: Site Supervisor**

To carry out the required duties, the Academy is seeking to appoint experienced and highly committed professionals. This person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification along with your supporting statement to evidence your experience. You should refer to these requirements when completing your application.

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| Criteria | Essential | Desirable |
| Qualifications and Experience | * Must be able to consistently demonstrate that they are numerate and literate. * Minimum GCSE Maths and English GCSE A\*-C or equivalent. * Experience as a caretaker, site supervisor or similar role. * Good working knowledge of management and maintenance of buildings, mechanical, electrical and other infrastructure systems. * Computer literate including experience of using Microsoft Office. * Knowledge of health and safety, first aid, medical, fire safety, risk management relations and requirements. * Understanding of Health and Safety NEBOSH, IOSH, COSSH * Up to date knowledge of statutory regulations and guidance relating to the post. * Recent experience of working in a site supervisory role. | * Educated to Level 3 qualification NVQ or equivalent in a related area. * Experience managing contractors and working with outsourced providers. * Experience of line management * Experience of working in a school environment. |
| Skills and Abilities | * Ability to manage time effectively – identifying solutions to problems and dealing with issues as they arise. * Ability to interpret and follow policies and procedures. * Ability to review systems to ensure the robust evaluation of performance and actions to secure improvements. * Be a strong listener and able to communicate in a clear and concise manner both on the telephone and face to face, and can effectively convey information at an appropriate level. * Ability to complete work to the required standards and to agreed deadlines. * Ability to develop and maintain effective working relationships with a wide range of people. * Demonstrates a flexible approach to work to enable delivery of service. | * Good organisational, communication and problem-solving skills, with the ability to use own initiative and work proactively both in a team and independently. |
| Other Attributes | * Proactive, flexible and adaptable. * Punctual and conscientious. * Prepared to challenge non-compliance. * Discretion, tact and confidentiality at all times. * Good time management and ability to prioritise workload. * Able to work under pressure and to deadlines and deliver excellent attention and produce accurate results. |  |

