



Site Supervisor: Person Specification

Factor	Essential	Desirable	Method of assessment
Safeguarding children			
Committed to ensuring all pupils in our school are kept safe	✓		Application form Interview
Enhanced DBS check	✓		Recruitment checks
Knowledge of safeguarding practice in a school (see DFE: Keeping children safe in education)	✓		Application/Interview
Equal opportunities			
Committed to ensuring that all members of our school community can achieve excellence	✓		Application form Interview
Qualification and experience			
GCSEs (or equivalent) in English and Maths (Grade C/4 or above)		✓	Application form
Hold recognised training/qualifications associated with site supervision		✓	Application form
Relevant health & safety training (or willingness to undertake)	✓		Application form
Manual handling training		✓	Application form/Interview
The ability to understand and apply regulations in health & safety, manual handling, COSHH and Legionella	✓		Application form/Interview
The ability to operate and understand electrical and mechanical equipment i.e. boiler	✓		Application form/Interview
Risk Assessment experience and knowledge in minimizing risk to self and others	✓		Application form/Interview
Experience of managing building security, including opening/closing premises	✓		Application form/Interview
Experience of working in a school or similar setting and adhering to policies and procedures		✓	Application form/Interview
Experience of working in a school or similar setting		✓	Application form/Interview
Knowledge and Skills			

Ability to perform the physical tasks required by the post including lifting, carrying and moving equipment	✓		Application form/Interview
Good communication skills	✓		Interview
Understanding of GDPR principles and the importance of confidentiality when handling personal, sensitive, or security-related information within a school environment.	✓		Application form/Interview
Competent at basic DIY/building repairs and maintenance	✓		Application form Interview
Experience of, or willingness to undertake training in, carrying out Portable Appliance Testing (PAT) on electrical equipment		✓	Application Form/ Interview
Ability to manage own time effectively, maintaining a flexible approach to respond to requests	✓		Application form Interview
Ability to work independently and as part of a team, positively contributing to the school work environment	✓		Application form Interview
Ability to adhere to the school's policies and procedures i.e. school purchasing and ordering procedures	✓		Application form Interview
Ability to comply with Health and Safety regulations to ensure all duties are carried out safely	✓		Application form Interview
Developing self			
Commitment to own improvement through professional development / further study	✓		Application form Interview