



Person Specification

POST: Facility Supervisor

Applications will be assessed on the basis of this specification.

Criteria are deemed wither Essential (E), or Desirable (D)

Criteria will be assessed from the application form (A) and/or at interviews (I) as indicated.

| Area | Criteria | E | D | |
|-------------------------------------|--|---|---|-----|
| Skills/ Knowledge/ Aptitudes | Flexible regarding working hours and variety of tasks | ✓ | | A/I |
| | Good DIY skills e.g. joinery, plastering, plumbing, electrical and painting tasks, clearing blockages to cisterns, making good existing paintwork or plasterwork, replacing fuses and plugs, securing ironmongery to doors and windows etc | ✓ | | A/I |
| | Good time management and prioritising skills | ✓ | | A/I |
| | Thorough approach to work and attention to detail | ✓ | | A/I |
| | Ability to work both as a team member and unsupervised - using own initiative where necessary | ✓ | | A/I |
| | Good grasp of key health and safety issues | ✓ | | A/I |
| | Effective communication skills in order to liaise with staff, pupils, contractors, visitors etc | ✓ | | A/I |
| | | | | |
| Experience | Experience of site supervision activities including dealing with health and safety issues and maintenance tasks | | ✓ | A/I |
| | Relevant DIY and maintenance skills | ✓ | | A/I |
| | Experience of working in a school | | ✓ | A/I |
| Qualifications and Training | NVQ level 1 or equivalent in English and Maths and experience in relevant discipline/job role | ✓ | | A/I |
| | No formal qualifications essential – although training in DIY skills e.g. joinery, plumbing etc would be desirable | | ✓ | A/I |
| | Evidence of training and/or qualifications in Health and Safety e.g. Asbestos awareness, Manual handling, working at height etc | | ✓ | A/I |
| | Full Clean Driving Licence | | ✓ | I |
| Disposition | Understanding of and commitment to the aims and values of the school | ✓ | | A/I |
| | To uphold the school's policy in respect of child protection matters | ✓ | | A/I |
| | Friendly disposition and good sense of humour | ✓ | | I |
| | Ability to work to deadlines and keep calm when faced with occasional pressures | ✓ | | I |
| | Attention to detail | ✓ | | A/I |
| | A positive “can do” approach to all tasks assigned | ✓ | | I |
| | The ability to be flexible to cover events across the week is required. | ✓ | | I |
| | Operate with discretion and professionalism at all times | ✓ | | I |
| | Desire to achieve continuous improvement personally and for the school | ✓ | | A/I |