

Site Supervisor
PERSON SPECIFICATION

QUALIFICATIONS AND TRAINING	ESSENTIAL	DESIRABLE	METHOD
GCSE IN ENGLISH AND MATHS (GRADE C OR EQUIVALENT)	✓		A
RELEVANT VOCATIONAL QUALIFICATION E.G. PLUMBING, ELECTRICAL WORKS, BUILDING MAINTENANCE.		✓	A
WILLINGNESS TO ATTEND RELEVANT TRAINING COURSES	✓		A/I
SKILLS AND EXPERIENCE	ESSENTIAL	DESIRABLE	METHOD
EXCELLENT INTERPERSONAL AND COMMUNICATION SKILLS	✓		
GOOD ICT SKILLS INCLUDING MICROSOFT POWERPOINT, EXCEL, WORD AND OUTLOOK		✓	A/I
EFFECTIVE ORGANISATION AND TIME MANAGEMENT SKILLS	✓		A/I
EXPERIENCE OF WORKING IN A SCHOOL OR OTHER LEARNING ENVIRONMENT		✓	I
HIGHLY MOTIVATED WITH THE ABILITY TO WORK USING OWN INITIATIVE	✓		A/I
PERSONAL ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD
RELIABLE AND EXCELLENT TIME KEEPING	✓		I
ABILITY TO REMAIN CALM UNDER PRESSURE	✓		I
A TEAM PLAYER	✓		A/I
SELF - MOTIVATED	✓		I
COMMITMENT TO THE SAFEGUARDING AND THE WELFARE OF CHILDREN	✓		I

A – Application Form
 I - interview