



Person Specification

JOB TITLE:	Site Supervisor
DATE:	June 2021
STATUS:	Final

CRITERIA	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
Knowledge and qualifications					
1. Good standard of numeracy and literacy	E	✓			✓
2. Qualification in a craft skill	D	✓			✓
3. Ongoing development of new skills	D	✓			✓
Experience					
4. Experience of exercising initiative to deal with situations as they arise	E	✓		✓	✓
5. Using Outlook, email and internet facilities	D	✓		✓	
6. Experience of following laid down procedures e.g. health and safety	E	✓			✓
Skills and competencies					
7. Excellent interpersonal skills	E			✓	✓
8. Ability to maintain confidentiality on all school matters	E	✓			✓
9. Ability to communicate clearly and effectively in orally and in writing	E	✓			✓
10. Ability to prioritise a range of tasks and meet deadlines	E	✓			✓
11. Ability to work to agreed targets and work schedules	E				✓
12. Ability to work without close supervision	E				✓

13. Ability to use own initiative and manage a demanding workload with frequently changing priorities	E			✓	✓
14. Ability to multi-task and work under pressure whilst maintaining a high degree of accuracy	E			✓	✓
15. Ability to work effectively both independently and as part of a team	E	✓			✓
16. Excellent organisational skills and manage time effectively	E			✓	✓
17. Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment	D	✓		✓	
18. Personable and flexible approach to working with colleagues	D			✓	
Other					
1. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role	E	✓		✓	✓
2. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role	E				✓
3. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible	E	✓	✓	✓	✓
4. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E			✓	✓