



UPPER WHARFEDALE SCHOOL

PERSON SPECIFICATION: Site Supervisor

September 2021 (or earlier if possible)

CRITERIA	NECESSARY REQUIREMENTS	ESSENTIAL	DESIREABLE
EDUCATION AND QUALIFICATIONS	<ol style="list-style-type: none"> Working knowledge of health and safety procedures and regulations, e.g. COSHH Good literacy and numeracy skills IT literacy Ability to use tools for minor repairs Knowledge of moving and handling procedures Evidence of continuing professional development Appropriate first aid/health and safety training Swimming Pool maintenance experience/qualifications 	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓
KNOWLEDGE AND EXPERIENCE	<ol style="list-style-type: none"> Appropriate experience of working in a school relevant to role Experience of undertaking general cleaning and caretaking duties Experience of carrying out repairs and maintaining equipment Able to exercise discretion and judgement Motivation to work with children and young people 	✓ ✓ ✓ ✓	✓
SKILLS AND ABILITIES: Communication Skills	<p>The ability to:</p> <ol style="list-style-type: none"> Work successfully as a team Listen to and respond to the views of others Communicate effectively to students and staff Consult and negotiate to achieve agreed/shared objectives Demonstrate commitment to a clear strategic vision for the school Motivate a team of staff 	✓ ✓ ✓ ✓ ✓ ✓	
SKILLS AND ABILITIES: Self Management	<p>The ability to:</p> <ol style="list-style-type: none"> Self-motivate and use initiative to complete required duties Work with minimum supervision Work unsociable and variable hours Collaborate and network with others within and beyond the school Work consistently to deadlines and effectively under pressure Set and achieve challenging but realistic goals Prioritise and manage one's own time effectively Flexibility Emotional resilience in working with challenging behaviours Form and maintain appropriate relationships and personal boundaries with children and young people 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	