

PERSON SPECIFICATION

**Job Title:** Building Services Supervisors      **Job No:**

**Grade:** GR2      **Division**  
:

**No of**      **Section:**  
**Post:**

**Method of Assessment (M.O.A.)**

A.F. = Application Form;    I = Interview;    T = Task or Exercise;

P = Presentation

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MOA</b>
<b>EXPERIENCE</b> (Relevant work and other experience)	Experience of caretaking and cleaning work as either full- time BSS/ Shift Supervisor or part-time BSS.		AF
	Knowledge of maintenance and cleaning techniques.		AF, T
	Organisation of work.		AF, I, T
	Organisation and control of staff (where appropriate).		AF, I,

<p><b>SKILLS AND ABILITIES</b> (Eg Written communication skills, dealing with the public)</p>	<p>Self-reliant. Able to motivate self and staff.</p> <p>Able to communicate with other members of staff.</p> <p>Flexible approach/ attitude.</p> <p>Able to deal with emergency situations.</p> <p>Able to accept instructions from Headteacher, Deputy and Assistant Headteacher.</p> <p>Be committed to the ethos and values of the school</p> <p>Have a good standard of written and verbal communication.</p>		<p>AF, I</p> <p>I, T</p> <p>I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p>
<p><b>TRAINING</b></p>	<p>Willingness to undertake training</p>		<p>AF, I</p>

<b>EDUCATION/ QUALIFICATIONS</b> <b>NB Full regard must be paid to overseas qualifications</b>		City and Guilds (Cleaning Techniques).  NEBSS Manual Supervisors Course.  Work Study Appreciation course.  Recruitment and S e l e c t i o n Course.	
<b>OTHER</b>	Available for duty as necessary during opening hours of establishment. To be residential where required.  A commitment to the safety and protection of children		AF, I    AF, I
<b>CONTRA INDICATION</b>	Unsatisfactory Completion of a DBS check DBS disclosure re unsuitability to work with children		

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S  
EQUAL OPPORTUNITIES POLICY**

COMPILED BY: Ms L. McGrath Headteacher    DATE: 4<sup>th</sup> June, 2019

(Shortlisting/Interviewing Panel): \_\_\_\_\_    DATE:

\_\_\_\_\_