|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Ss John and Monica Catholic Primary School**PERSON SPECIFICATION | | | | | | |
|  | |  | |  | |  | |
| **Job Title:** | | Building Services Supervisor | |  | |  | |
|  |  | | | | | | |
| **Grade:** | | GR2/3 | |  | |  | |
|  |  | | | | | | |
| **CRITERIA** | | | **ESSENTIAL** | | **DESIRABLE** | |
| **EXPERIENCE**  (Relevant work and other experience) | | | Experience in caretaking and cleaning work.  Knowledge of maintenance and cleaning techniques.  Organisation of work.  Organisation and control of staff (where appropriate).  Available for duty as necessary during opening hours of establishment (post involves split shifts)  To live within a reasonable distance from the school to enable them to fulfil security and key holder responsibilities.  Good Health Record  Acceptable appearance and good communication skills | | Experience of caretaking and cleaning work as either full- time BSS/ Shift Supervisor or part-time BSS. | |
| **SKILLS AND ABILITIES**  (Eg Written communication skills, dealing with the public) | | | Knowledge of basic site maintenance and environment matters  Thorough knowledge of building maintenance works (fabric and internal systems, e.g. heating, plumbing, carpentry, electrical etc)  Proven building maintenance skills  Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests  Self reliant. Able to motivate self and staff.  Able to communicate effectively with others.  Flexible approach/attitude.  Able to deal with emergency situations.  Able to accept instructions from Head teacher or Premises Support manager as appropriate.    An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by **Part 7 of the Immigration Act 2016** | | Competent in the use of basic ICT  Proven ability to carry out basic DIY and minor repairs  Ability to communicate effectively in writing  Experience in supervising staff | |
| **TRAINING** | | |  | | NEBSS Manual Supervisors Course.  Recognised Training/ Qualifications associated with premises management.  Health & Safety Qualifications.  Health and Safety Training  COSHH Training  City and Guilds (Cleaning Techniques). | |
| **EDUCATION/** QUALIFICATIONS NB Full regard must be paid to overseas qualifications | | | Basic general Education  Education, training and work qualifications | |  | |
| **OTHER** | | | Must enjoy working as part of a team, be adaptable and supportive of colleagues.  Commitment to working within the Ethos of the School | |  | |

***Ss John and Monica Catholic Primary School is committed to the Safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be responsible for promoting and safeguarding the welfare of children he/she is responsible for, or comes into contact with.***