

PERSON SPECIFICATION

Job Title: Building Services supervisor

Grade: GR 2

Method of Assessment (M.O.A.)

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

P = Presentation

CRITERIA	ESSENTIAL	DESIRABLE
<p>EXPERIENCE (Relevant work and other experience)</p>	<p>Experience in caretaking, janitorial and cleaning services.</p> <p>Experience of carrying out general repairs and maintenance</p> <p>Knowledge of using security and alarm systems and opening and closing large buildings</p> <p>Knowledge of cleaning and maintenance techniques</p> <p>Experience of working with contractors on site, with a knowledge and understanding of Health & Safety at Work Regulations</p> <p>Knowledge and understanding of Control of Substances Hazardous to Health (COSHH)</p> <p>Experience of planning and organising workloads</p>	<p>Experience of caretaking and cleaning work as either full-time BSS/ Shift Supervisor or part-time BSS.</p> <p>Experience of auditing stock and ordering cleaning materials and sanitation supplies in advance to ensure a constant supply at all times</p>
<p>SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)</p>	<p>An ability to fulfil all spoken aspects of the role with confidence using the English Language as</p>	

	<p>required by Part 7 of the Immigration Act 2016 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>Ability to use own initiative, to work independently and be self-reliant</p> <p>Able to deal with emergency situations calmly and effectively, putting processes into place as required.</p> <p>Able to accept instructions from Site Manager or Deputy Site Manager, as appropriate.</p> <p>Ability to effectively use ICT, specifically Outlook, Word, Excel and online platforms</p>	
TRAINING	Willingness to keep skills and training up to date and relevant, as well as attending any training that is deemed necessary to fulfil the requirement of the post	
EDUCATION/ QUALIFICATIONS <small>NB Full regard must be paid to overseas qualifications</small>	Minimum level 1 qualifications in English and Mathematics or equivalent	<p>City and Guilds (Cleaning Techniques).</p> <p>NEBSS Manual Supervisors Course.</p> <p>Full UK Driving Licence</p> <p>MiDAS Certificate (Minibus Drivers Awareness Scheme)</p>
OTHER	Available for duty as necessary during opening hours of establishment. To be residential where required.	

	<p>Willingness to act as a positive role model for children and young people and support the wider ethos of the school</p> <p>To act as a key holder and provide emergency response as required</p>	
CONTRA INDICATION		

**OBSERVANCE OF THE MULTI-ACADEMY TRUST'S
EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

Signed: _____ *(Head Teacher)*

Signed: _____ *(Post-holder)*

Date: _____