

Person Specification

Site Supervisor

Cidari Multi Academy Trust
Newchurch St Mary's Church of England Primary Academy
Salary: NJC Pay Scale Grade 4 SCP 4-6
Reporting to: Headteacher
Deployed by: Headteacher

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|-----------------|--------------------|------------------|----------------------|
| Prepared by: | Louise Gregson | Approved by: | Matt McIver |
| Prepared on: | 8th April 2025 | Approved on: | 25th April 2025 |
| Reviewed by HR: | Laura Wright-Dixon | Permitted use: | All Cidari Academies |
| Reviewed on: | 24th April 2025 | Applicable Terms | The Green Book |

Selection decisions will be based on the criteria outlined in this person specification. At each stage of the recruitment process, the appointment panel will assess the extent to which candidates meet the criteria and demonstrate their ability to carry out the duties set out in the job description.

Candidates who do not meet all of the essential criteria will not be considered for appointment.

A range of assessment methods will be used to determine each candidate's suitability for the role. These may include (but are not limited to) the application form, supporting statement, interview tasks, formal interview, and references.

The successful applicant will be required to safeguard and promote the welfare of children and young people, and must demonstrate this commitment throughout the recruitment process and in their day-to-day work.

[A] Qualifications

| | Qualification requirements | Essential/ Desirable |
|----|--|-------------------------|
| A1 | Knowledge of basic health and safety legislation e.g COSHH | E |
| A2 | Understanding of site security issues | E |
| A3 | Willing to undergo training as required | E |
| A4 | Able to understand and apply regulations (such as health and safety, manual handling regulations etc.) | E |
| A5 | To operate electrical/mechanical systems | E |
| A6 | Able to use ICT systems such as online risk assessments, emails etc | E |
| A7 | Evidence of recent, relevant training activities | D |

[B] Experience

| | | Essential/ Desirable |
|----|---|-------------------------|
| B1 | Competent at basic building repairs and maintenance and ground maintenance | E |
| B2 | Use of small industrial/electrical/mechanical equipment | E |
| B3 | Experience of prioritising tasks and supporting staff in carrying out tasks | E |
| B4 | Recent, relevant site-keeping security/maintenance experience | D |





[C] Knowledge, Skills & Abilities

| | | Essential/ Desirable |
|-----|---|-------------------------|
| C1 | Ability to form good working relationships with children, parents and colleagues | E |
| C2 | Ability to work as part of an effective team showing enthusiasm, adaptability and flexibility | E |
| C3 | Able to regularly handle/carry heavy items | E |
| C4 | Good time management and organisational skills | E |
| C5 | Able to work effectively with little supervision | E |
| C6 | Able to show high level of responsibility | E |
| C7 | Calm and patient under pressure yet able to meet deadlines | E |
| C8 | Polite and courteous to members of the public | E |
| C9 | Competent in the use of ICT (including emails, websites, word) | E |
| C10 | Willingness to support the Christian Values and Mission Statement of the school | E |

[D] Other / Personal Qualities

| | | Essential/ Desirable |
|----|--|-------------------------|
| D1 | A proven record of high attendance at work | E |
| D2 | Co-operative with other colleagues, pupils, parents, contractors, visitors and all other members of the school community | E |
| D3 | Able to show initiative and work proactively to ensure the smooth running of the academy | E |
| D4 | Conscientious, take pride in their work | E |
| D5 | To be flexible | E |
| D6 | Commitment to undertake in-service development and other CPD | E |
| D7 | Willingness to participate in and support additional activities e.g curricular activities and events | E |

[E] Safeguarding

| | | Essential/ Desirable |
|----|--|-------------------------|
| E1 | Commitment to safeguarding and protecting the welfare of children and young people | E |
| E2 | The ability to form and maintain appropriate relationships and personal boundaries with young people | E |



| | | |
|----|---|---|
| E3 | Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people | E |
| E4 | Will co-operate and work with relevant agencies to protect young people | E |

[F] Confidential References

| | | |
|----|--|---|
| F1 | Positive reference from current employer or training provider confirming suitability to work with children | E |
| F2 | Positive recommendation from referees | E |

[G] Application Form and Supporting Statement

Applications will only be accepted when using a Cidari online application form through the designated recruitment platform. The supporting letter/ statement must be submitted as a PDF with a font size no smaller than 11pts and limited to 3 pages. It should be clear, concise and related to the job description and person specification. It should have particular reference to your own experience explaining how as an associate member of staff you will motivate and work with others to create and sustain a school vision and positive ethos that will also add value to the development of wider Trust.