

PERSON SPECIFICATION

Job Title: Mobile Building Services Supervisor

Grade: GR2

Method of Assessment (M.O.A.)

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

P = Presentation

CRITERIA	ESSENTIAL	DESIRABLE
EXPERIENCE (Relevant work and other experience)	Experience in caretaking and cleaning work. Knowledge of maintenance and cleaning techniques. Organisation and control of staff.	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)	Self-reliant. Able to motivate self and staff. Ability to organise one's own work, to prioritise tasks and keep to deadlines Able to communicate with other members of staff. Flexible approach/ attitude. Able to deal with emergency situations. The know-how to assess and carry out minor repairs and maintenance independently and commission experts where required. Ability to apply basic ICT skills to the needs of the job	Relevant certification of practical skills and knowledge

TRAINING	Willingness to successfully complete the range of training relevant to the job	
EDUCATION/ QUALIFICATIONS NB Full regard must be paid to overseas qualifications		City and Guilds (Cleaning Techniques). IOSH health and safety qualification. NEBSS Manual Supervisors Course.
OTHER	Available for duty as necessary during opening hours of establishment. To be residential where required. To act as main key holder and provide emergency response as necessary.	
CONTRA INDICATION		

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

Signed: _____ (Head Teacher)

Signed: _____ (Post-holder)

Date: _____