

Our Lady's Catholic Primary School

Site Supervisor - Person Specification

	Essential
Experience and Qualifications	<ul style="list-style-type: none"> • Good general level of education (e.g., GCSEs or equivalent). • Willingness to undertake relevant training (e.g., Health & Safety, COSHH, Legionella, Fire Safety). • Basic understanding of safeguarding responsibilities. • Experience of working in a premises, caretaking, maintenance or facilities role. • Experience carrying out minor repairs and general maintenance tasks. • Experience of following Health & Safety procedures and completing statutory checks. • Experience liaising with contractors, tradespeople or external services.
Knowledge and Skills	<ul style="list-style-type: none"> • Knowledge of basic maintenance, DIY and repair techniques. • Understanding of site security, key holding and alarm systems. • Awareness of statutory compliance requirements (e.g., fire safety, legionella flushing, emergency lighting). • Ability to identify hazards and take prompt action to make areas safe. • Ability to maintain accurate records and logs. • Good organisational skills and ability to prioritise tasks independently. • Ability to use initiative and work with minimal supervision. • Basic IT skills for logging checks and communicating with staff.

<p>Personal and Professional Qualities</p>	<ul style="list-style-type: none"> • Reliable, punctual and committed to maintaining high standards. • Positive, flexible and proactive approach to work. • Ability to work well as part of a team and communicate effectively with staff, pupils, parents and contractors. • Practical, hands-on attitude with a problem-solving mindset. • Respectful, professional and able to represent the school's values. • Physically able to carry out manual handling, lifting and practical tasks safely. • Willingness to work split shifts and occasional additional hours when required.
<p>Special Requirements</p>	<ul style="list-style-type: none"> • Ability to act as a key holder and respond to out-of-hours call-outs. • Commitment to safeguarding and promoting the welfare of children. • Enhanced DBS clearance (or willingness to obtain one). • Willingness to work during school holidays for essential maintenance tasks.

<p>Desirable Criteria</p>	<ul style="list-style-type: none"> • Previous experience in a school or educational setting. • Training or certification in Health & Safety, manual handling, first aid or site management. • Experience monitoring contractors or supporting small building projects. • Knowledge of Birmingham/Solihull LA premises procedures.
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<p>Safeguarding</p>	<p>Our Lady and All Saints Multi Academy Company, has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment and to obtain an Enhanced Disclosure and Barring Service check (DBS) and where relevant, a childcare disqualification check.</p> <p>Any offer of employment will be subject to satisfactory references and other satisfactory pre-employment checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974, 2013 and 2020.</p> <p>An online search will also be carried out as part of due diligence on all short-listed candidates.</p> <ul style="list-style-type: none"> • Support the Manager in promoting safeguarding and welfare, being specifically responsible for the children, young people and vulnerable adults the postholder is responsible for, or comes into contact with • Refer any safeguarding issues to the school's DSL immediately and record concerns on the relevant IT system. • Ensure compliance to Safeguarding Policies and Procedures within the MAC <p>All duties and responsibilities must be carried out with due regard to the Our Lady and All Saints Multi Academy Company policies and procedures</p>
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