



RIDGEWOOD
SCHOOL

**ASSISTANT SITE SUPERVISOR
PERSON SPECIFICATION**

ATTRIBUTES/ REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING	<ul style="list-style-type: none"> Willingness and ability to obtain and/or enhance qualifications and training for development in the post Good standard of literacy and numeracy skills. 	<ul style="list-style-type: none"> Relevant qualifications/experience in general building maintenance. Vocational training. 	Application Interview References
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> Working knowledge of Health and Safety. Experience of working in a similar environment. Experience of working as a member of a team. 		Application Interview References
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> Able to develop good working relationships with staff, pupils, visitors, contractors etc. Able to work in and adapt to a fast-paced, changing environment. Able to problem solve and develop solutions. Ability to communicate effectively. Practical maintenance skills. Working knowledge of Risk Assessments/Management. Good organisational skills. 	<ul style="list-style-type: none"> Ability to use small industrial, electrical or mechanical equipment. 	Application Interview References
PERSONAL CHARACTERISTICS	<ul style="list-style-type: none"> Initiative and ability to prioritise one's own work. Time management skills. Flexible and willingness to adapt to the school's changing needs. Reliable. Must be able to meet the physical and travel/mobility requirements of the post (with or without reasonable adjustments). Available and willing to work flexible and unsociable hours. This will include evenings, weekends, holiday cover, emergency back-up and call outs. 	<ul style="list-style-type: none"> Willingness to take an active role in the wider life of the school. 	Application Interview References

The post is subject to a satisfactory record check being undertaken by the Disclosure & Barring Service